

Newcomers'

SHAPE Community Life

Bldg 207, Room 110,
7010 SHAPE, Belgium
Tel: 065/44.49.39, 44.48.19, 35.13.31
Fax: 065/34.05.92
E-mail: shape-com-life@shapeonline.net
Internet: www.shapeonline.net

Officer in Charge *Lt Col James M McCleskey*
Supervisor/Acting Editor *Nadia Catalano*
Layout and Design *Fabienne Leclercq*
Assistant Editor/Proof Reader *Elizabeth McArthur*
Printer *Imprimerie Godet Graphic Sprl*

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

ADVERTISERS:

Brandes GmbH; Carrosserie Valentino Mons; Dominique Dalne (violin, piano and drum lessons); Distri-Meubles; Hotel Mercure Mons; IN-Lease, First Class Furniture Rental; Lorymai Beauty Institute; Maingate Sprl; Monte-Cristo; Walter Mosebach GmbH; PCB Automobiles; SHAPE Optical



*Cover photo provided by:
Maison du Tourisme
Jacques Wattier*

Main Contents

Your Host Country

Welcome from the SACEUR	2
Welcome from the Belgian National Military Representative	3
Welcome from the Commander HSG	4
In the Heart of Europe	5
Belgium, The Place for Tourists	11
Mons. A City Worth Discovering	14
Museums in Mons	20
French and Dutch City Names	43

What You Need to Know

Arrival Procedures	22
Finding a Place to Live	23
Insurance in Belgium	26
Belgian Identity Cards for Civilians and Dependants	27
Petrol and Telephone Card Sales	27
The Bank at SHAPE	28
Belgian Postal Rates	29
Telephone System	29
Cable TV	29
The SHAPE Concessionaires	30
The SHAPE Recycling Centre	32
Partnership for Peace (Partnership Coordination Cell)	32
Belgian Weather Signs	42
Frequently Dialed Numbers	43
SHAPE Opening Hours	44
The SHAPE Hive	63

Driving and the Law in Belgium

SHAPE Directives 100-1	33
Traffic Violation Codes	33
Your Vehicle in Belgium	34
Alterations to Licence Plates	34
Traffic Regulations in Belgium	35
The Agreed Statement and Accident Report Control Technique	36
Belgian Traffic Signs	37
SHAPE Community Police	38

What SHAPE Has To Offer

SHAPE Installation Clubs	45
SHAPE Sports Shop	46
Rendez Vous	46
The SHAPE Inn	46
Learning About Belgium	47
The Rationed Items Store	47
SHAPE Trips and Tours	48
SHAPE International Library	48
Child Development Services	49
Youth Services	50
SHAPE Entertainment Centre	51
SHAPE Language Centre	52
SHAPE Athletics Department	53
The SHAPE Cinema	54
The Pizza Bowl	54
Arts and Crafts Centre	55
SHAPE Community Life Magazine	56
Auto Skills Centre	56
NATO/SHAPE Education Centre	57
SHAPE Club Beyond Chapel Youth Ministry	57
University of Oklahoma	58
University of Maryland	58
University of Phoenix	58
SHAPE International School	59
Central Texas College	59
International Thrift Shop	60
SHAPE Travel Group	60
SHAPE Officers' Association	61
SHAPE Officers' Wives' Club	61
SHAPE International Chapel Centre	62
Scouting at SHAPE	62
Group 2 Activities	62
The SHAPE Band	63
Top Graders' Wives' Club	63
Overview of the SHAPE Healthcare Facility	64
American Red Cross	64
Veterinary Services	64

✦ **Newcomers' Guide** ✦

SUPREME HEADQUARTERS
ALLIED POWERS EUROPE
B-7010 SHAPE BELGIUM

GRAND QUARTIER GENERAL
DES PUISSANCES ALLIEES
B-7010 SHAPE BELGIUM

To SHAPE's Newest Members,

Diane and I wish you a warm welcome to our international community at SHAPE. We're sure you will find this an exciting and enriching experience. Whether you are civilian or military, whether you join us as a single member, or arrive with an entire family, you will have opportunities to experience many rich cultures. The friendships you develop here will last a lifetime.

You are arriving at a very dynamic and exciting time for the Alliance. While our mission of preserving Euro-Atlantic peace and security under the direction of NATO's North Atlantic Council and Military Committee remains the same, the threats we face today are far different than those confronted by our predecessors. We are part of a much larger community of nations seeking to live in a world of global security and stability. We are making great progress in transforming to meet the challenges of the 21st Century and you are part of this future.

At SHAPE, we live, work, study, and enjoy recreational activities side-by-side with people from 26 NATO members and 20 partner nations. Your role is an important one. You represent the best your nation has to offer to the international community and serve as a national ambassador. You will have the opportunity to experience diverse cultures and the excitement of Europe. The rewards can be immense when you undertake this new adventure with



an open mind and willing spirit. Take the hands of friendship offered to you; extend your hand to others. Together we will build upon the founding purpose of our great Alliance and make it even stronger for those who follow.

We wish you all the best as you join our community.

Sincerely,

A handwritten signature in black ink that reads 'James L. Jones'. The signature is written in a cursive, flowing style.

*James L. Jones
General, USMC
Supreme Allied Commander, Europe*

SHAPE
REPRESENTATION MILITAIRE
NATIONALE BELGE

BIENVENUE EN BELGIQUE

Vivre en milieu international et être confronté à des valeurs morales et spirituelles aussi riches que diverses, est une expérience extrêmement valorisante pour ceux qui veulent prendre la peine de s'y intégrer.

En tant que Représentant Militaire National Belge, j'espère que la découverte de notre patrimoine historique, culturel et folklorique, ainsi que vos contacts avec notre population à tous les niveaux et dans tous les domaines, vous amèneront à apprécier votre nation hôte et sa légendaire hospitalité.

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

WELCOME TO BELGIUM

Living in an international environment and being in contact with moral, spiritual and intellectual values so diverse and rich is a very exciting experience for those who are willing to become part of the community.

In my capacity as the Belgian National Military Representative, I hope the discovery of our national historical, cultural and folklore heritage, as well as your contacts with the Belgian population at all levels, will encourage you to appreciate your host nation and its sense of hospitality.

In the name of the Belgian Community, I wish you and your family a very pleasant stay in Belgium.



Adrien Sacré
Colonel Breveté d'Etat Major
Représentant Militaire National belge
auprès du SHAPE
Belgian National Military
Representative at SHAPE

✦ *Newcomers' Guide* ✦

SUPREME HEADQUARTERS
ALLIED POWERS EUROPE
B-7010 SHAPE BELGIUM

GRAND QUARTIER GENERAL
DES PUISSANCES ALLIEES
B-7010 SHAPE BELGIUM

Dear Newcomers to SHAPE,

HSG (Headquarters Support Group) welcomes you. Our mission is to command the SHAPE installation and to support the Supreme Headquarters Allied Powers Europe, by providing administrative, logistical, security, and Morale Welfare and Recreation support to the SHAPE community and you. Your time at SHAPE should be one of your most enjoyable tours of duty if you follow three things:

- Get to know the people with whom you will be working and living. Personnel from 26 NATO nations, 20 Partnership for Peace nations, and two non-NATO Troop Contributing countries are stationed at SHAPE. Your fondest memories will come from the friendships you make.*
- Take advantage of the housing, clubs, recreation, and athletic facilities at SHAPE. Moreover, some 30 associations, mostly free of charge, are waiting for your participation.*
- Most importantly, help make SHAPE an even better place to work and live by volunteering and participating in our MWA and club activities and keeping SHAPE clean and beautiful.*

On behalf of all HSG personnel, who support you at SHAPE, again welcome and my best wishes for a most enjoyable tour.



A handwritten signature in black ink that reads "Steve M. Poet". The signature is written in a cursive style.

Steve M Poet
Colonel, US Army
Commander HSG



Brussels' Grand Place, centre of the Belgian and European capital

• In the Heart of Europe •

To recall these words of Julius Caesar has less to do with impudent boasting, but more a means of pointing out that the Belgian nation has existed for 2,000 years, even though as a state, it was only born some 170

years ago. Throughout the ages the territory, which is now Belgium, has been occu-

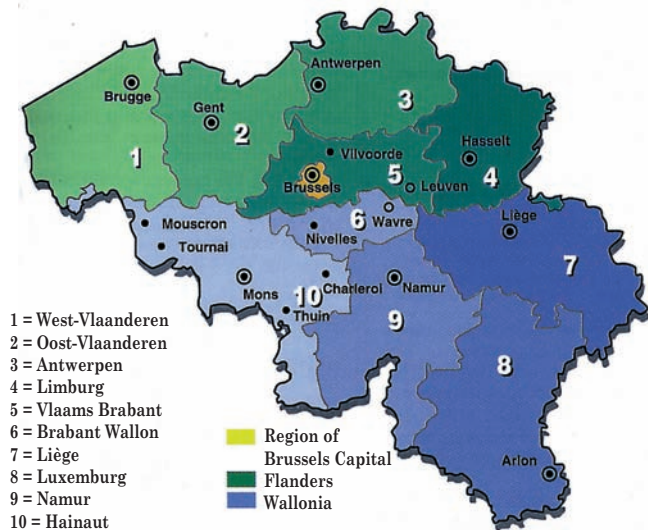
pied in whole, or in part by the Romans, the Germanics, the Normans, the Spanish, the

Austrians, the French, the Dutch, and the Germans. It should be borne in mind that

**“Ex omnibus Galliae populis fortissimi sunt Belgae.
Of all peoples of Gaul, the Belgians are the bravest.”**

Continued on page 6

Continued from page 5



the great nations of the past centuries regularly quarrelled in order to achieve the hegemony of Europe, and indeed they liked to fight on Belgian soil, as there was much to gain; this plain of Western Europe wedged between England to the west and Prussia or Austria to the east, the Netherlands to the north and France or Spain to the south. One glance at the map is enough to realise that Belgium is situated in the heart of Europe. Furthermore, it lies astride the divide between the Latin and the Germanic worlds. The Frank invasion in the 5th century cut Europe in two parts straight through Belgium, as far as culture was concerned. The northern part of Belgium, firmly held by the Franks, adopted the Germanic language, spoken by the invaders. The southern part, less occupied by the Franks, continued to speak low Latin, spoken by the Roman occupants, and which was later to become French. This separation line in Belgium bears the name of the 'linguistic frontier'.

From Flanders...

A flight over the north of Belgium, from east to west, reveals first of all a dune ridge, then stretched out lowlands, known as 'polders'.

Behind lies the Flemish plain, with practically no relief, and which constitutes the southern part of the immense Baltic plain. At the junction of the 'polders' and the Flemish plain, we come to the town of Bruges (Brugge), which during the Middle Ages, was a European, metropolitan, very prosperous, and renowned seaport. Eastward lies

Ghent (Gent), commercial centre of textile industries along the River Meuse (Maas); Antwerp (Antwerpen), one of the largest ports in Europe; Malines (Mechelen), the Belgian Archbishopric seat; and Louvain (Leuven), one of the oldest universities in Europe. The eastern part of the Flemish plain includes the province of Limbourg (Limburg), especially anchored around the town of Hasselt and which extends to the River Meuse.

...to Wallonia

To the south of these lowlands is the more hilly region of mid-Belgium comprised of Hainaut, Brabant, and Hesbaye, which are bordered to the south and the east by the Sambre-Meuse furrow, in which such towns as Tournai, Mons, Charleroi, Namur, and Liège shine out.

Farther to

the south begin the onset of the Ardennes, which end in the east by the Haute Fagnes, where the language spoken is German, and in the south by the Province of Luxembourg, with Arlon the southern-most provincial capital of Belgium.

Constitutional Monarchy

The Belgian Constitution, proclaimed on 7 February 1831, set up a unitarian and centralised structure of a State governed by a King and ministers who are responsible to a Parliament. However, for more than twenty years, a progressive transfer of power to the regions (North, South, and Brussels) or to the French, Flemish, or German language communities has taken place. These transfers, which nevertheless preserve the character of the constitutional monarchy, are such that Belgium is moving towards a

Federal State.

His Majesty King

Albert II took the constitutional oath on 9 August 1993. On 2 June



King Albert II, King of the Belgians and Queen Paola

Continued on page 7

Continued from page <None>

1959, His Majesty the King, married Donna Paola Ruffo di Calabria who came from a princely Italian family. The couple have two sons, Prince Philippe and Prince Laurent, and one daughter, Princess Astrid, who is married to the Archduke Lorenz of Austria-Este.

Brussels, Capital of Europe

Besides being the Capital of Belgium, Brussels claims to be the Capital of Europe.

Since the end of World War II, Brussels has been the seat of numerous international organisations, of which the most important are the North Atlantic Treaty Organisation (NATO), the European Union, and the Council of Europe. It is also the seat of the European Parliament. This would make it the real capital of the future United States of Europe.

One cannot imagine a trip to Brussels without a visit to the 'Grand Place', a unique architectural ensemble and in the Middle Ages, a gathering place for different corporations.

A Spot of Tourism

Numerous public and private tourist associations will readily draw your attention to all that Belgium has to offer. During your stay you should visit the Belgian coast and its endless sandy beaches, see Bruges and its canals, the

harbour of Antwerp, and Kempen with its heather lands.

In spring and summer, explore the Condroz and the Famenne, or walk in the Ardennes forest or the marshlands of the Herve and Fagnes Regions. Other areas worth exploring include Namur and the valley of the River Meuse.

Much nearer to SHAPE you should visit Mons with its collegiate church and belfry, Tournai with its cathedral, as well as the touristic-industrial site of Grand Hornu.

Motorways

In order to travel throughout Belgium you will have to use the Belgian road network, which is one of the most dense and safest in the world. Almost two thousand kilometres of motorway and ten thou-

sand kilometres of national roads are lit from dusk to dawn.

A humourist once said that Belgium was the only country one could see from the moon at night.

Speed on the road network is limited and abusers are

severely penalised: maximum speed limits are 50 km/h in urban centres, 90 km/h on normal roads, and 120 km/h on motorways and similar roads.

Weather

Belgium enjoys a temperate climate of the oceanic type. The proximity of the sea reduces the harshness of winter, but also makes for cooler summers. The differences in temperature between the average of the hottest month (July: 17° Celsius) and the coldest month (January: 3° Celsius) is slight, but the minimum and maximum are sometimes hard to tolerate; about 35° Celsius in a heatwave or minus 20° Celsius in severe winter conditions. Belgium is located in the path of the atmospheric depressions, which cross the Atlantic from east to west, almost exactly where the masses of cold air from the north and the hot air coming



The Atomium in Brussels



The Belgian Parliament. King Albert II is swearing the Oath of the Belgian Constitution

Continued on page 8

Continued from page 7

from the south meet. This produces regular but moderate rainfall. The average annual rainfall is 780 mm.

In Belgium the most popular sports are soccer and cycle racing. Thousands of Belgians practise these sports regularly, mostly as amateurs. They also enjoy attending the matches and races, even watching on their television sets!

All over the country athletics,

basketball, volleyball, swimming, and tennis have many followers.

The Belgians

Nowhere else in the world can you find a greater density of friendly people, 320 per square kilometre. Even though they speak different languages, the Belgians have many features in common. The blood running

through their veins is a blend of nordic vigour and meridional vivacity.

Being very fond of their comforts and being very attentive to their health, they have created an atmosphere of warmth and care where they like to live and entertain. Their restaurants possess the delicacy of the French gastronomy, the variety of the exotic kitchen, and the eclecticism of

many local traditions.

Hard working, the Belgians are also steady in friendship. Tolerant and courteous, they always try to be good hosts and sincere allies. If you are ever in trouble, try asking for their help, they will not let you down.

Belgium is the country where all the world feels at home.

• Au cœur de l'Europe •

Rappeler cette phrase de Jules César n'est pas un signe de forfanterie mais un moyen de signaler que la nation belge existait déjà il y a deux mille ans alors que la Belgique, en tant qu'Etat, n'a vu le jour qu'il y a à peine cent septante ans. Tout au long des siècles, le territoire, qui est actuellement celui de la Belgique, a été occupé, en tout ou en partie, par les Romains, les Germains, les Normands, les Espagnols, les Autrichiens, les Français, les Néerlandais et les Allemands.

Il faut dire que les grandes nations des siècles passés guerroyaient régulièrement pour conquérir l'hégémonie sur l'Europe. Elles trouvaient fort commode de venir se battre en Belgique, cette plaine d'Europe occidentale qui se trouve

coincée d'une part entre l'Angleterre à l'ouest et la Prusse ou l'Autriche à l'est, et d'autre part entre les Pays-Bas au nord et la France ou l'Espagne au sud.

Il suffit d'un coup d'oeil sur la carte pour réaliser que la Belgique est vraiment au cœur de l'Europe. De plus elle chevauche la ligne de séparation entre le monde latin et le monde germanique.

C'est l'invasion franque du 5ème siècle qui a été à l'origine de cette coupure culturelle de l'Europe qui traverse la Belgique de part en part. La partie septentrionale de la



A view of the Grasley in Ghent

“Ex omnibus Gallias populis fortissimi sunt Belgae.

De tous les peuples de la Gaule, les Belges sont les plus braves.”



Bruges, one of the most beautiful towns in Belgium

Belgique, fortement occupée par les Francs, adopta la langue germanique que ces envahisseurs parlaient; la partie méridionale, moins occupée par les Francs, continua de parler le bas latin des occupants romains, qui plus tard devait devenir la française. Cette ligne de séparation porte en Belgique, le nom de “frontière linguistique”.

De la Flandre...

Un survol du nord de la Belgique, d'ouest en est, révèle d'abord une ligne des dunes derrière laquelle s'étend une plaine basse connue sous le nom de “polders”. Puis vient la plaine flamande, qui n'a que peu ou pas de relief et qui constitue la partie sud de l'im-

Continued on page 9

Continued from page 8

mense plaine baltique. A la jonction des "polders" avec la plaine flamande, on rencontre la ville de Bruges qui, au moyen âge, fut une métropole européenne très prospère et un port maritime renommé. Puis vers l'est on épingle Gand, centre commercial des industries textiles de la Lys, Anvers, un des plus grands ports d'Europe, Malines et Louvain respectivement sièges de l'archevêché belge et d'une des plus anciennes universités d'Europe. La partie orientale de la plaine flamande englobe la province du Limbourg qui s'articule autour de la ville de Hasselt et s'arrête à la Meuse.

... A la Wallonie

Au sud de ces pays plats s'étendent les reliefs légèrement accidentés de la moyenne Belgique comprenant le Hainaut, le Brabant et la Hesbaye, qui sont bordés au sud et à l'est par le sillon Sambre-Meuse et où resplendent Tournai, Mons, Charleroi, Namur et Liège. Plus vers le sud s'amorcent les contreforts des Ardennes qui se terminent à l'est par les Hautes Fagnes, où la langue véhiculaire est l'allemand, et au sud par le Luxembourg belge où Arlon est le chef lieu de province le plus méridional de Belgique.

Monarchie Constitutionnelle

La Constitution Belge, promulguée le 7 février 1831 a mis sur pied une organisation étatique unitaire et centralisée, gouvernée par un Roi et des ministres responsables devant



Collégiale Saint Waudru

un Parlement. Depuis quelque vingt ans cependant on enregistre des transferts progressifs de pouvoirs aux régions Nord, Sud et Bruxelles ou aux communautés linguistiques française, flamande, et allemande. Ces transferts, qui préservent toutefois le caractère de monarchie constitutionnelle, sont tels que la Belgique évolue vers le statut d'Etat fédéral. Sa Majeste le Roi Albert II a prêté le serment constitution-

nelle 9 août 1993. Le 2 juin 1959, il a épousé Donna Paola Ruffo di Calabria, d'une famille princière italienne, dont il a deux fils, le Prince Philippe et le Prince Laurent, et une fille, la Princesse Astrid, aujourd'hui mariée a l'Archiduc Lorenz d'Autriche-Este.

Bruxelles, capitale de l'Europe

A côté de sa fonction de capitale de la Belgique, Bruxelles revendique le titre de capitale de l'Europe.

Depuis la fin de la seconde guerre mondiale, Bruxelles est progressivement devenue le siège de nombreuses organisations internationales dont les principales sont l'Organisation du Traité de l'Atlantique Nord, l'Union européenne et le Conseil de l'Europe. Elle souhaite dans un avenir proche devenir de plus le siège du Parlement Européen, ce qui en ferait la véritable capitale des futurs Etats-Unis d'Europe. Un passage à Bruxelles ne

Continued on page 10



Site of Grand Hornu

Continued from page 9

peut se concevoir sans une visite à la Grand-Place, ensemble architectural unique, qui au moyen âge était le lieu de rassemblement des différentes corporations.

Un peu de tourisme

De nombreuses associations touristiques publiques et privées ne manqueront pas de vous vanter les attraits de la Belgique. Profitez de votre séjour pour visiter Bruges et Gand ainsi que le port d'Anvers.

Au printemps et en été, partez à la découverte de Namur et de la vallée de la Meuse, allez-vous promener dans les forêts ardennaises ou en Fagnes. Plus près du SHAPE, visitez Mons, sa collégiale et son beffroi, Tournai et sa cathédrale, ainsi que le site touristique-industriel du Grand Hornu.

Autoroutes

Pour vos déplacements en Belgique, vous utiliserez certainement le réseau routier belge qui est un des plus denses et des plus sûrs du monde: près de deux mille kilomètres d'autoroutes et dix mille kilomètres de routes nationales sont dotés d'un éclairage artificiel de la tombée de la nuit au lever du jour.

Un humoriste a un jour dit que la Belgique est le seul pays qui, de nuit, est visible depuis la lune.

La vitesse sur le réseau routier est limitée et les excès sont sévèrement réprimés: 50 km/h dans les agglomérations, 90 km/h sur les routes normales et 120 km/h sur les autoroutes et chaussées assimilées.

Conditions atmosphériques

La Belgique jouit d'un climat tempéré maritime: la proximité de la mer adoucit les hivers mais attédie aussi les étés.

L'écart entre la moyenne du mois le plus chaud (juillet: 17° Celsius) et celle du mois le plus froid (janvier: 3° Celsius) n'est pas énorme, mais les minima et maxima sont parfois durs à supporter: 35° Celsius pour certains jours caniculaires ou - 20° Celsius lorsqu'il gèle à pierre fendre. La Belgique se trouve sur le

trajet des dépressions atmosphériques qui traversent l'Atlantique d'ouest en est et à peu près au point de rencontre des masses d'air froid venant du nord et des masses d'air chaud venant du sud. Ceci se traduit en termes climatiques par des précipitations régulières rarement violentes: il tombe en moyenne 780 mm d'eau par an.

Sports

Les formes les plus populaires du sport en Belgique sont le football et les courses cyclistes dont sont amateurs des milliers de Belges soit en pratiquant eux-mêmes ce sport, soit en assistant aux matchs et aux courses, soit même en les regardant à la télévision. Tout aussi populaires à travers tout le pays, l'athlétisme, le basket, le volley, la natation et le tennis ont énormément d'adeptes.

Les Belges

Nulle part au monde vous ne trouverez une pareille densité d'amis: 320 au km². Même s'ils parlent des langues différentes, les Belges ont bien des traits similaires: le sang qui coule dans leurs veines a la vigueur nordique et la vivacité méridionale.

Amoureux de leur confort et attentifs à leur santé, ils ont créé une atmosphère douillette et soignée où ils aiment vivre et vous accueillir: leurs restaurants ont su associer la finesse de la gastronomie française à la variété de la cuisine exotique et à l'éclectisme des différentes traditions locales. Opiniâtres au travail, les Belges sont aussi constants en amitié. Tolérants et courtois, ils se montrent toujours des hôtes et des alliés sincères. En cas de problème, faites appel à eux: ils ne vous laisseront pas tomber. Car la Belgique est le pays où le monde se sent chez lui.



La Semois in the Ardennes

BELGIUM

• The Place for Tourists •



Manneken Pis

For anyone wishing to travel in Europe, Belgium is ideally situated. Wherever you wish to go, many places are within reach. For instance, Paris is just a two-hour drive - almost a day trip; Germany, about the same; Holland is an hour's drive to the North; England, just a hop across or under the channel. It is, however, really unnecessary to go outside of Belgium to get to know Europe. Right here are some of the most interesting places for tourists to visit.

Take Brussels for example, a busy metropolis with all the excitement of a European capital, and which still manages to retain its quaintness. Visit the Marolles, an old part of the city, with its antique dealers, small restaurants, weekend

antiques market, and the church. The 'Grand Place' in the centre of Brussels, is one

of the most spectacular and beautiful squares in the world. Baroque buildings surround the square, forming a unity of style not found anywhere else. A visit to one of the cafés or restaurants on a summer's evening, perhaps during the 'Light and Sound' show, is a perfect opportunity to admire the marvel of European architecture. Not far from the Grand Place you find the famous 'Manneken Pis', a fountain with a bronze statue of a small boy relieving himself. He frequently wears one of the many costumes given to him by people from all over the world.

Brussels houses many fine museums, and the Royal Museum des Beaux Arts is the most prestigious of these, having an outstanding collection of Flemish masters. The new Museum of Modern Art is interesting for its collection of Belgian painters, from Ensor to Delvaux, as well as for its interesting architecture. Two important museums are located in the Parc de Cinquantenaire; the Museum of Art and History, comprised of Egyptian, Greco-Roman, and prehistoric artifacts, Far Eastern and pre-Columbian

art, together with a collection of sculptures, tapestries, lace, ceramics, and metal works; as well as the world-famous Royal Museum of the Army. But this list is by no means complete. Just look around and you will find many interesting and unique museums with many different specialties.

Of course, Brussels is also one of the capitals of good eating! You can find every type of restaurant from the inexpensive yet comfortable, to the most expensive, which offer exclusive cuisine. The choice is yours. In addition, Brussels is a shopper's paradise. There are many major department stores, boutiques, and all kinds of shops which make choosing very difficult indeed. Visit Brussels, walk its streets, and get to know one of the most interesting and fascinating cities in the world. Do not stop there, Belgium has so much more to offer. Just half an hour's drive to the north is the famous port city of Antwerp. Antwerp has a rich collection of old houses, a variety of museums, and an historic harbour. It is a fairly compact city, much of which can be visited on foot by tak-



Park of Cinquantenaire

Continued on page 12

Continued from page 11

ing one of the many walking tours available. Sunday is a good day to visit Antwerp, because parking is easier and all the museums are open.

In the centre of the city you find a Gothic cathedral, built in the 15th century by Peter Appelmans. It is one of the finest cathedrals in the country with a 123-metre tower, which once also served as a belfry and look-out for ships sailing up the river.

The port is the real centre of Antwerp, as daily life revolves around its activities. This has been the case since the Middle Ages. Antwerp is the third largest harbour in the world, in terms of cargo handling, and it is an important trans-shipment point for trade with Switzerland, Germany, the Netherlands, France, and Eastern Europe.

It is not only commerce which makes Antwerp famous; within its walls, you find some outstanding museums with fine art collections. The Mayer Van den Bergh Museum is particu-

larly worth a visit to admire paintings by famous Flemish masters. Whilst in Antwerp, do not forget to visit the house and studio of the artist, Rubens. To the west of Brussels are two famous towns that should not be missed; Ghent and Bruges. Ghent is very old indeed. Mention of it has been recorded as far back as the 7th century. During the 14th and 15th centuries it was one of the most important European cities, powerful and expanding because of its thriving cloth industry. Ghent was also the seat of the Counts of Flanders.



View of Bruges



View of Anvers (Antwerpen) near the Port

Their castle, Gravensteen, built between 1180 and 1200 with the River Lieve as its moat, is a must during your visit to Ghent.

In the city centre you will find the Cathedral of St Bavon.

Construction of this cathedral began in the 10th century and finished in the 16th century. It is here that you find one of the masterpieces of Flemish art, the 'Altar of Ghent', also called 'The Lamb of God', by the Van Eyck brothers.

It was painted in the 15th century and illustrates the story of the salvation.

Ghent is full of beautiful medieval buildings too numerous to mention, and certainly makes more than one visit essential.

Another old and beautiful place between Brussels and



Front details of a house in Gand (Ghent)

the Belgian coast is Bruges. During the 15th century, it was a very important place on the continent, linked to all major European cities by trade. Bruges has really kept its medieval atmosphere. The town is laced by small canals, and crossed by more than 50 bridges. The word 'Brugge', the Flemish name, means just

Continued on page 13

Continued from page 12

that, bridge. The best way to see Bruges is to take a cruise along the canals in one of the many small tourist boats. Bruges houses two great treasures within its walls. One is the Relic of the Holy Blood, which is kept in the Chapel of the Holy Blood. The façade dates from 1530 and its crypt, dedicated to St Basil, was built in the 11th century, and contains a bas-relief of that time. The relic consists of what is believed to be, blood-stained water, washed from the body of Christ. On Ascension Day, it is carried in the 'Procession of the Holy Blood', which is one of the most famous religious processions in the world. The second treasure is the Memling Collection, displayed in the Hospital of St John, which was built in the 12th century and functioned until 1977. The collection contains numerous beautiful works by the famous Flemish artist, Memling. Further to the west is Ostende, one of two harbour towns on the Belgian coast. It is a large city, modern and full of life, but at the same time an attractive and interesting seaside resort. To the north of Ostende, you will find a number of smaller resorts, all different, each special in its own way, and well worth visiting. The most northern place on this 'string of pearls' is



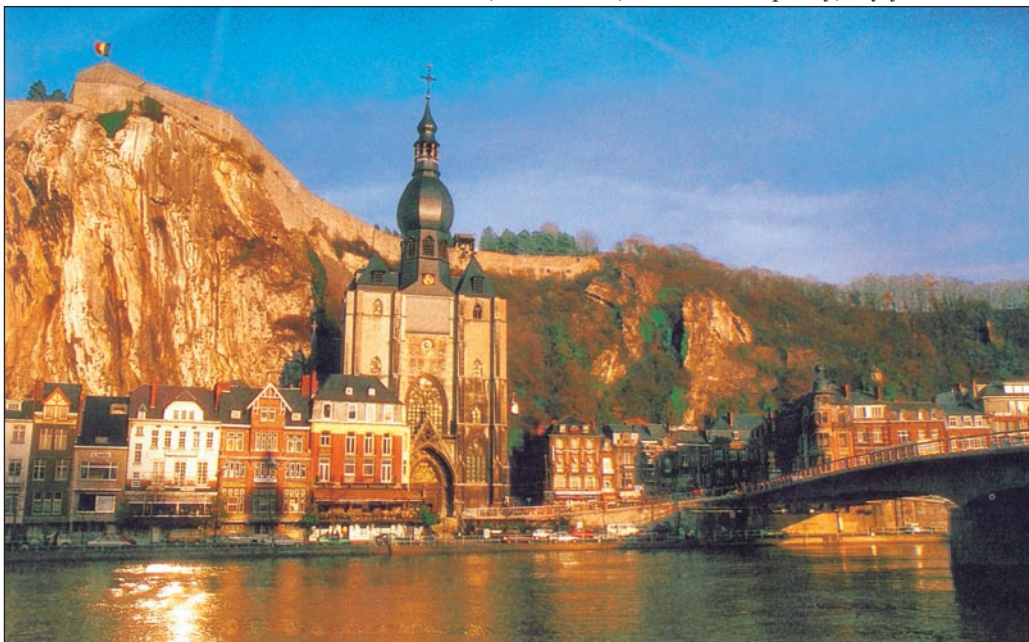
Belgian Coast

Knokke, a really beautiful place, full of elegance and *savoir vivre*. The beach is beautifully kept and is off limits to dogs. A little to the north of Knokke you find the famous nature reserve of Zwin, on the old mouth of a river, which in medieval times connected Bruges with the sea. It is now completely silted over and is a paradise for the many birds passing through on their migrations north or south. Do not miss visiting during the spring, when many birds are breeding. It is a special sight to see. To the south of Ostende, there are many other seaside resorts stretching all the way down to the French border. They are not all as elegant as Knokke, but if you are looking for beautiful beaches, sand dunes, and

typical promenades along the seafront, you will find it all here.

If you do not like the sea, do not despair. A two-hour drive to the southeast and you will discover the Ardennes, a beautifully forested mountain range dotted with small villages, medieval towns, and rivers which meander through gentle valleys, offering an ever-changing panorama. Here, the air is unpolluted and the roads are not so congested. There are many marked public footpaths through the mountains and along the Rivers Semois, Ourthe, Amblève and Lesse. The Grottos of Han and Rochefort, the largest caves of their kind in Europe, are an absolute must see. Admire the stalactites and stalagmites in their purity, enjoy the subter-

ranean lake, or if you prefer to stay above ground, visit one of the many castles which are open to the public. In Namur, pay a visit to the Citadel, 400 metres above the River Meuse. If you do not want to climb that high, take a ride up in the cable car (Téléferique). One of the gems of the Ardennes is certainly Bouillon, with its castle and museum. Here, Godefroy of Bouillon, the leader of the first crusade, was born. Another place to visit is Dinant, called the Gateway to the Ardennes. There, visit the Grotto which is like a fairy-tale land, and admire the Collégiale, almost 1,000 years old and just below the cliff with its own Citadel. The Ardennes are full of attractive and inexpensive holiday resorts, which offer chalets for rent, playgrounds for the children, camping sites, and much, much more. In the northern part of the Ardennes you may visit Spa, the original watering place, and Chaudfontaine with the only hot spring in Belgium. If you are interested in motor racing, go to Francorchamps, the famous Grand Prix racing circuit. In the Ardennes, you will find something for everyone, be it hiking along the more than 80 km of mapped walks, visiting the nature reserve of the Hautes Fagnes, or canoeing down one of the rivers. Even winter sports like cross-country skiing are possible - if there is enough snow of course!



Dinant

MONS

✦ A CITY WORTH DISCOVERING ✦

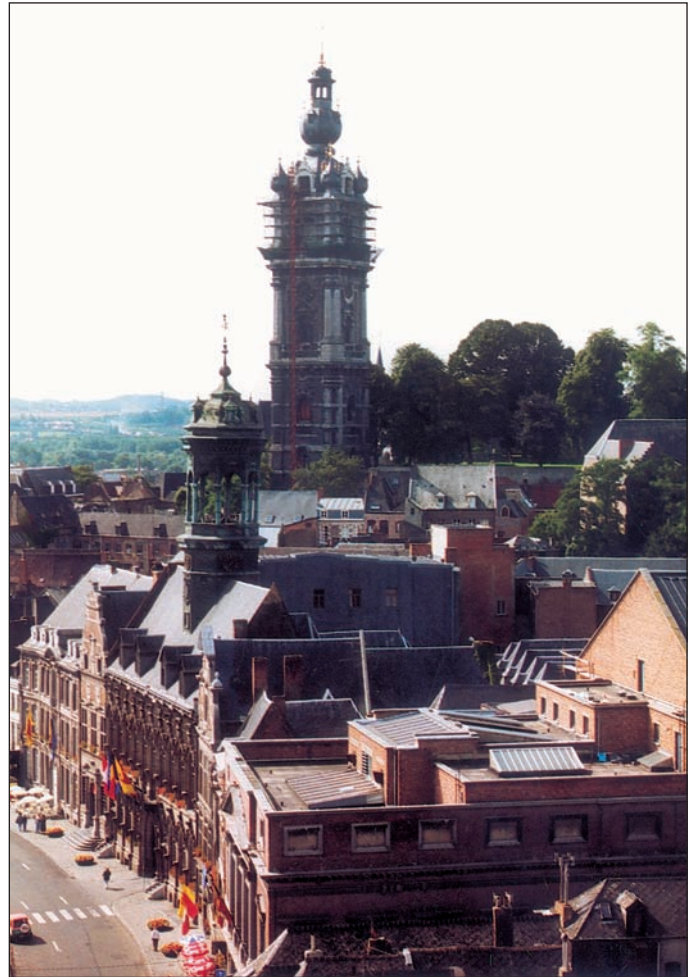
Bringing out Mons' historical heritage is a constant concern, not only of the municipal authorities, but equally of the city's residents. That is why, for the last twenty years, a significant urban rehabilitation effort has been made to restore the city to a style which it has lost over the course of time. Although Mons today exhibits interesting relics of its history, one ought not to overlook the fact that, originally, its site was nothing but a wooded hill.

attractiveness encouraged a large number of the area's people to settle near the little oratory - thus giving birth, one may assume, to the city of Mons. Today Saint Waudru is no longer presented as the founder of the city, but she has remained for more than thirteen centuries, the Patron Saint of Mons. No doubt, a decisive factor for the city's future, was the construction of the castle of the Count of Hainaut in the 10th century. Subsequently, the Count had a

Capital of Hainaut Province, the city of Mons retains a great number of features to remind us of its rich past.

Then, in the 7th century, a lady of the region, by the name of Waudru, decided to bid farewell to worldly matters and devote the remainder of her life to prayer and charity. Together with several companions, she established a small monastery on the hill, where today we find the city of Mons. The reputation of Saint Waudru and the location's

wall built, which enclosed his castle, Saint Waudru's monastery, and several neighbouring houses. A section of this 12th century wall can still be found in Rue Terre du Prince, not far from the Collégiale Saint Waudru. Attracted by the protection offered by a wall, numerous craftsmen and merchants came to install themselves on

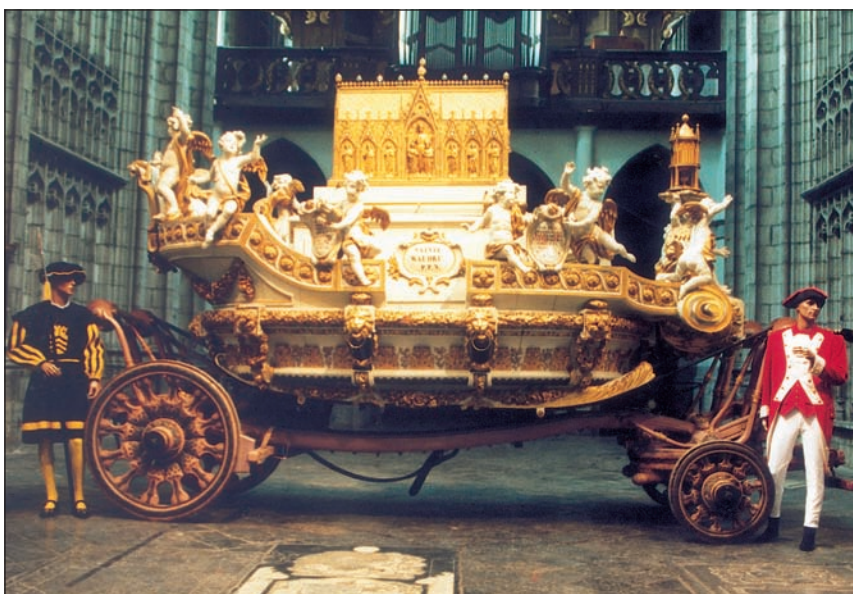


The Belfry of Mons City Hall

the hill. The enclosure quickly became too small to shelter all the new population, and as a result, in 1290 the local administration started to build a new wall, which remained standing into the 19th century, and pretty much coincided with the lines of boulevards that surround the city today. The only remains of that enclosure today are some draw-

ings depicting the wall and the access gates to the city, a few stones, and a 14th century tower, the Tour Valenciennoise (which can be visited during the Journée du Patrimoine, or Heritage Day). Obviously, the medieval enclosure was subjected to many changes and further fortification in the course of the centuries and wars. It was not until 1861 that the city of Mons was able to expand into the outlying areas, when a law permitted the dismantling of the municipal fortifications. This allowed the building of spacious boulevards lined with majestic trees. Even though the military history is important for Mons, there is another event which has captured the imagination

Continued on page 15



Car d'Or



Car d'Or details

Continued from page 14

of the city's population, much more than the wars. In 1349, a black plague epidemic descended upon the region - an event which, despite the chroniclers' somewhat exaggerated account of the human loss it entailed, had quite a significant effect. To alleviate the bad fate and beseech God's clemency, the inhabitants of Mons and those of Soignies brought to rest together, at the Bruyères de Casteau (approximately the place occupied today by SHAPE), the bodies of the Patron Saints of Hainaut, Saint Vincent and Saint Waudru. The plague epidemic subsided, and as a token of gratitude to their Patron Saint, the inhabitants of Mons vowed to organise a procession in her honour each year. This procession, called 'Car d'Or' (golden carriage), exists

to this day, and takes place on Trinity Sunday in the streets of the city. It recalls not only Saint Waudru and the Chapitre Noble de Saint Waudru, but also the great pages of the religious history of Mons. It would, however, be inappropriate to limit the account of the history of Mons to fortifications and Saint Waudru. Strolling through the city's streets, one can take a walk through the centuries and discover a past engraved in stones, in art, and in the names of the streets. Such an historical itinerary could, for instance, begin at the Grand Place and end in the Collégiale Saint Waudru. Created in 1348 by the expansion of a small market place, located at the junction of Rue de la Chaussée, Rue des Clercs, Rue de Nimy and Rue d'Havré, the Grand Place of

Mons is one of the largest in the country, and offers an architectural view spanning from the 15th to the 20th century.

The 15th century, of course, is represented by the Gothic-style Hôtel de Ville (Mayor's Office). The Campanile tower - rising over it was built in the 18th century and houses the city's oldest bell, which is sounded only once a year on Trinity Day during the passing of the 'Car d'Or' through the Grand Place. The 16th century is represented by the 'Saint Christophe' House and the Café 'le Greffier'; the 17th century, by Saint-Georges Chapel and the 'Toison d'Or' (today housing the Tourism Office); the 18th century, by the Couronne Mansion (Court of Appeal) and the Impératrice Mansion (Saey cake shop); the 19th century, by the Theatre; and the 20th century by the commercial block (unfortunately made of bricks and con-

crete).

Let us go into the Hôtel de Ville. There we will discover that this building was enlarged many times during the 16th, 17th, 18th and 19th centuries. We then reach the Mayor's (title of the Mayor of Mons) garden where we can see the 'Ropieur' Fountain (1937), which symbolises the mischievous spirit of the Mons' youngsters. Next, we head towards one of the most picturesque streets of the city - Rue Cronque. Here, ancient façades have been preserved, integrated resolutely into 20th century structures. At the top of the street, we discover the Baroque 'Beffroi' (belfry) of the city, which was built from 1661 by the municipal administration after the destruction of the old clock tower. An interesting point is that, when the city was besieged by the troops of Louis XIV in 1691, the French called it 'Tour Blanche' (White Tower) - and



Inside Collégiale Saint Waudru

Continued on page 16

perhaps it may receive that name again once the restoration work, which began in 1984, is completed. Before reaching the Collégiale Saint Waudru, we see at the foot of the Beffroi, the Saint Calixte Chapel, and the Conciergerie (both remains of the residence of the Counts of Hainaut). A little further and we finally arrive at the Collégiale. Construction of this vast Gothic-style building was undertaken in 1450 to replace a Romanesque church, an effort that was to take almost two centuries to complete. The original design provided for a 190-metre tower, which was never erected. This gave rise to a Mons saying symbolising work that takes forever: *"C'est comme la Tour de Sainte Waudru, on n'en verra jamais le bout"* (This is like the Tower

of Saint Waudru: we will never see the end of it). Entering the inside of the vast building, we see another aspect of the history and heritage of Mons - the Arts. In the church dedicated to the Patron Saint of the city, the visitor can discover a remarkable set of stained glass windows dating back to the 16th century. Created by Mons craftsmen, they depict the life of Jesus Christ. In the Collégiale, one also finds the works of a renowned Renaissance sculptor, Jacques du Broeucq. During the 16th century he put into place the 'Jubé', which separated the choir from the nave of Saint Waudru. The Jubé was demolished after the French Revolution, but the alabaster statues and bas-reliefs, of which it was composed, were saved. These

works of Jacques du Broeucq can now be seen in the choir and transept of the Collégiale. There is another valuable piece of art to be found in the Church of Saint Waudru - the 'Car d'Or'. Each year, on Trinity Sunday, the chest containing the relics of Saint Waudru is paraded on it. It is of course impossible to trace the entire history of Mons in a few lines, that is why we invite you to come to Mons and walk up and down its streets, and see the city's monuments. Depending on your tastes, you can visit the War Museum, the Porcelain Museum, the Museum of Prehistory, the Museum of Natural History, the Collégiale's treasury (exhibiting gold and silver religious artwork from Mons), or the Vie Montoise Museum, which

presents the aspects of daily life in Mons over the course of the centuries, as well as the folklore of the city. Lastly, the Museum of Fine Arts invites you to see its collections, and occasional exhibitions. We should mention the history of the parishes of Mons, and the sieges that the city had to suffer in its past. We could also describe the city through its famous Ducasse - the procession of the Car d'Or, and the famous combat called 'Lumeçon' (the fight between Saint George and the Dragon) ... but alas there is not enough space! So, do come to Mons and wander through its streets, and museums. If you come on Trinity Sunday, you will discover a city proud of celebrating its folklore and its history.

B Van Caenegem

MONS

✦ UNE VILLE À DÉCOUVRIR ✦

La mise en valeur de ce patrimoine historique est d'ailleurs un souci constant non seulement de l'autorité communale mais également des Montois. C'est ainsi que, depuis une vingtaine d'années, une importante rénovation urbaine

redonne à la ville un cachet qu'elle avait perdu au fil du temps. Si aujourd'hui la ville garde d'intéressants vestiges de son histoire, il ne faut pas oublier qu'à l'origine, le site n'était qu'une colline boisée. Au 7ème siècle, en effet, une

Chef-lieu de la Province de Hainaut, la Ville de Mons conserve de très nombreux souvenirs de son riche passé.



Procession of the Doudou

Dame de la région, Waudru, décide de se retirer du monde et de consacrer la fin de sa vie à la prière et à la charité. Suivie par quelques compagnes, elle établit, sur la colline où se trouve aujourd'hui la Ville de Mons, un petit monastère. La réputation de Sainte Waudru et

l'attrait du lieu attireront de nombreux habitants à venir s'installer près du petit oratoire. C'est probablement ainsi qu'est née la Ville de Mons. Aujourd'hui, on ne présente cependant plus Sainte Waudru comme la fondatrice de la Cité mais elle reste, depuis maintenant plus de treize siècles, la Patronne de Mons. Ce qui sera sans doute déterminant pour l'avenir de la Cité, c'est l'installation au 10ème siècle du château du Comte de Hainaut au sommet de la colline. Le Comte fera édifier une enceinte qui englobera son château, le monastère de Sainte Waudru et quelques habitations voisines. Il reste un vestige de ce mur du 12ème siècle dans la rue Terre du

Continued on page 17

Continued from page 16

Prince pas loin de la Collégiale Sainte-Waudru. Attirés par la protection qu'offre une muraille, de nombreux artisans, de nombreux commerçants viendront s'installer sur la colline. L'enceinte s'avèrera rapidement trop petite pour protéger toute cette nouvelle population. Ainsi, dès 1290, l'administration communale fera construire une nouvelle enceinte. Cette dernière, qui a subsisté jusqu'au 19ème siècle, correspondait plus ou moins à l'actuelle circonférence des boulevards qui entourent la ville de nos jours. De cette enceinte il nous reste des dessins (de la muraille et des portes d'accès à la ville), quelques pierres et une tour du 14ème siècle: la Tour Valenciennoise (que l'on peut visiter lors de la Journée du Patrimoine). Il est bien évident que l'enceinte médiévale sera, avec les siècles et les guerres, remaniée et fortifiée. Ce n'est qu'en 1861 que la ville pourra s'ouvrir sur l'extérieur quand une loi permettra le démantèlement des fortifications. De larges boulevards

bordés de somptueux arbres prendront alors la place laissée libre par les fortifications de la ville. Si l'histoire militaire fut importante pour la ville, il y a un autre événement qui a marqué l'imagination de la population montoise bien davantage que les guerres. En 1349, en effet, une épidémie de peste toucha la région. L'événement fut très important même si les chroniqueurs anciens ont quelque peu exagéré les pertes humaines. Pour conjurer le mauvais sort et implorer la clémence du Ciel, les habitants de Mons et ceux de Soignies réunirent aux Bruyères de Casteau (plus ou moins l'emplacement qu'occupe aujourd'hui le SHAPE) les corps des saints Patrons du Hainaut: Saint Vincent et Sainte Waudru. L'épidémie de peste cessa et pour remercier leur Patronne, les Montois décidèrent d'organiser chaque année une procession en son honneur. Cette Procession - dite du Car d'Or - existe toujours et se déroule le dimanche de la Trinité dans les rues de la



Grand Place of Mons during the Floralias



Fountain near the Grand Place of Mons

ville. Elle évoque non seulement Sainte Waudru et le Chapitre Noble de Sainte Waudru mais également les grandes pages de l'histoire religieuse de Mons. On ne peut cependant pas résumer l'histoire de Mons à celle des fortifications ou de Sainte Waudru. Ainsi en parcourant les rues de la Cité, il est possible de traverser les siècles et de découvrir un passé gravé dans la pierre, dans l'art, dans le nom des rues. Cet itinéraire historique pourrait, par exemple, se commencer sur la Grand-Place pour s'achever à la collégiale Sainte-Waudru. Créée en 1348 par l'agrandissement d'un petit marché situé au croisement des rues de la Chaussée, des Clercs, de Nimy, d'Havré, la Grand Place de Mons est l'une des plus vastes du pays. A elle seule, elle offre un ensemble architectural qui va du 15ème au 20ème siècle. Le 15ème siècle est bien sûr représenté par

l'Hôtel de Ville gothique. Le Campanile qui le surmonte et lui fut ajouté au 18ème siècle contient la plus vieille cloche de la Ville (que l'on ne fait retentir qu'une fois par an lors du passage du Car d'Or sur la Grand-Place le jour de la Trinité). Le 16ème siècle est représenté par la Maison Saint Christophe et le café 'le Greffier'; le 17ème, par la Chapelle Saint-Georges et la Toison d'Or (actuel office du tourisme); le 18ème, par l'hôtel de la Couronne (cour d'appel), l'hôtel de l'Impératrice (pâtisserie Saey); le 19ème, par le Théâtre et le 20ème par ... l'îlot commercial (malheureusement en briques et en béton!). Entrons dans la cour de l'Hôtel de Ville. Nous découvrons que ce bâtiment fut agrandi de nombreuses fois (16ème, 17ème, 18ème, 19ème). Nous gagnons alors le Jardin du Mayor (nom du Bourgmestre à Mons) où l'on découvre la fontaine du 'Ropieur' (1937)

Continued on page 18

Continued from page 17

qui symbolise l'esprit malicieux du jeune Montois. Dirigeons-nous ensuite vers l'une des rues les plus pittoresques de la ville: la rue Cronque. Dans celle-ci, on a conservé d'anciennes façades que l'on a insérées dans des constructions résolument du 20ème siècle. Du sommet de cette rue, nous découvrons le Beffroi baroque de la Ville. Celui-ci fut construit par l'administration de la ville dès 1661 après la destruction de l'ancienne tour de l'horloge. Signalons que lors du siège de la ville en 1691 par les troupes de Louis XIV, les Français la nommèrent: 'Tour Blanche' (peut-être pourra-t-on lui redonner cette appellation quand les travaux de restauration, commencés en 1984, auront été menés à terme). Avant d'arriver à la collégiale Sainte-Waudru, nous apercevons au pied du Beffroi la chapelle Saint-Calixte et la Conciergerie (vestiges de la résidence des Comtes de Hainaut). Nous voici alors arrivés à la Collégiale. Ce

vaste édifice gothique fut entrepris en 1450 en remplacement d'une église romane. Il faudra près de deux siècles pour achever sa construction. Le plan d'origine prévoyait une tour de 190 m de haut, tour qui ne sera jamais construite. Cela a donné naissance à un dicton montois évoquant des travaux qui s'éternisent: "C'est comme la Tour de Sainte-Waudru, on n'en verra jamais le bout!". Entrons à l'intérieur du vaste édifice et abordons un autre aspect du passé et du patrimoine montois: l'art. Dans l'église dédiée à la patronne de Mons, le touriste pourra découvrir un remarquable ensemble de vitraux du 16ème siècle. Ceux-ci évoquent la vie du Christ et furent réalisés par des artisans Montois. On trouve aussi dans la collégiale les oeuvres du célèbre sculpteur de la Renaissance: Jacques Du Broeucq. Au 16ème siècle, il avait réalisé le Jubé qui séparait le chœur de la nef de Sainte-Waudru. Le Jubé fut démoli après la



The impressive medieval lock at the main gate of Mons City Hall. It is forged in the form of the Mons Crest.



The famous 'Monkey' of Mons.

Touch its head, with your left hand, for luck

Révolution Française mais les statues et bas-reliefs en albâtre qui le composaient ont pu être sauvés. Ces oeuvres de Jacques Du Broeucq sont actuellement visibles dans le chœur et le transept de la Collégiale. On trouve une autre pièce de valeur dans l'église Sainte-Waudru: le Car d'Or. Celui-ci véhicule chaque année, le dimanche de la Trinité, la châsse qui contient les reliques de Sainte Waudru. Il est bien sûr impossible en quelques lignes d'envisager tout le passé de Mons. C'est pourquoi nous vous invitons à venir parcourir les rues de la ville, à venir visiter les monuments de Mons. Selon vos goûts, vous pourrez visiter le musée de la guerre (qui sera prochainement transféré dans les anciens abattoirs restaurés), le musée de la porcelaine, le musée de la préhistoire, le musée d'histoire naturelle, le trésor de la collégiale (orfèvreries religieuses montoises), le musée de la Vie

Montoise qui présente les aspects de la vie quotidienne à Mons au fil des siècles et le folklore de la cité. Le musée des Beaux-Arts vous offrira ses collections ou ses expositions temporaires. Nous aurions pu aussi évoquer l'histoire des Paroisses de Mons, l'histoire des sièges qu'a dû subir la Ville, l'histoire (et elle fut très riche) de l'enseignement à Mons. Nous aurions pu aussi décrire la Ville au travers de sa célèbre Ducasse: la Procession du Car d'Or et le fameux combat dit 'Lumeçon' (combat entre Saint Georges et un Dragon) ... mais la place manque. Alors venez à Mons, parcourez ses rues, ses musées, son histoire ... et, si vous y venez le Dimanche de la Trinité, vous découvrirez une ville en fête, une ville vivant au rythme de son folklore et de son histoire.

B Van Caenegem

For more information on Mons, its museums, art galleries and historic places to visit, please contact the Office de Tourisme de la Ville de Mons, Grand Place, 7000 Mons

Tel: 065/33.55.80

Visit our website: www.shapeonline.net

Museums in Mons

▮ Military History Museum (Musée d'Histoire Militaire) (MC)

13 du Houdain.
Tel: 065/33.52.13

War Museum, 1914-1918 and 1940-1945. These collections are some of the most complete on the Continent, from a British perspective (1914-1918), and one of the most interesting, from an American point of view (1940-1945).

▮ Canon Puissant Museum (Musée Chanoine Puissant) (MC)

Rue Notre Dame Débonnaire, 22.
Tel: 065/33.66.70



Le Vieux Logis (The Old Dwelling) is a typical example of Mons architecture from the 16th century. This house, part of the old refuge of the Ghislenghien Abbey, contains the treasures collected by Canon Edmond Puissant in the years 1880-1934 (sculptured ceiling from 1531, furniture, ironwork, weapons, and engravings).

L'Attacat is located on the Rue des Sars at the old cemetery of Saint-Waudru. It is a 13th century Roman building, built in stone, and containing unique masterpieces (wooden statues of the 15th, 16th, and 17th centuries), gold pieces, old fabrics (4th to 19th century), and religious ornaments (16th to 18th centuries).

▮ The Processions Museum (Musée des Processions)

Chaussée de Maubeuge, 427 - 7022 Hyon-Cipty (Mons).
Tel: 065/33.74.68

This museum explains the rich Hainaut procession tradition. You will see more than a million small figurines, a large cortege and, of course, the Procession of the Car d'Or (Procession of the Golden Carriage). Open Sundays, from 1430 to 1800 hours, April to September. For groups, open all



year round with advance booking.

▮ Saint Calixte Chapel and Museum of the Count's Castle (Chapelle Saint-Calixte) (MC)



Square du Château, (Belfry).

Tel: 065/35.12.08

Château Corntal Museum is a building with a crypt dating from the 11th century with displays of medieval artifacts, clothes, and reproductions. Caesar's Tower, a hidden medieval alley

from the 12th century, is also featured. Museum open Tuesday to Saturday, 1200 to 1800 hours; Sundays, 1000 to 1200 hours and 1400 to 1800 hours; closed Mondays. Square open 1 May to 15 September, from 1000 to 2000 hours; 16 September to 30 April, 1000 to 1800 hours; closed Mondays.

▮ Museum of Folklore and Mons Life (Musée du Folklore et de la Vie Montoise) (MC)

Maison Jean Lescart, Rue Neuve.

Tel: 065/31.43.57

The old infirmary of the Convent of the Daughters of Notre Dame Congregation (1636), contains collections which have different themes of Mons life: public assistance, popular devotion, and weights and measures. You can discover the folklore of the fighting of the Lumeçon and the Procession of the Car d'Or.

▮ Old Nimy Museum (Musée du Vieux Nimy)

Rue Mouzin, 31 - 7020 Nimy (Mons).

Tel: 065/36.08.25 or 065/31.72.51

This museum is dedicated to local history and folklore, and has a rich collection of old pipes and faience (1789-1951). Open from mid April to mid October, every Saturday and Sunday, from 1500 to 1800 hours. For other days or group bookings, please call.



▮ Van Gogh House (Maison van Gogh)



Rue du Pavillon, 4 - 7033

Cuesmes (Mons).

Tel: 065/35.56.11

Vincent Van Gogh said that the Borinage was more beautiful and wild than old Venice, Arabia, and Brittany. The

Continued on page 21

Museums in Mons

Continued from page 20

house where he lived from August 1879 to October 1880, was saved and is now accessible to the public. Between the reproductions of his paintings, which are on sale, you find many drawings dating from the period he lived alongside the miners.

D Fine Arts Museum (Musée des Beaux-Arts) (MC)

Rue Neuve, 8.

Tel: 065/40.53.06

The collections of the Beaux-Arts Museum are representative of the painting, lithography, drawing, and sculpture schools from Hainaut, Mons, and Belgium in general.



D The Earth and its Materials (Espace Terre et Matériaux)

Faculté Polytechnique, Rue de Houtain, 9 - 7000 Mons.

Tel: 065/37.46.02

Geological and mineral collections. Different scientific exhibitions pertaining to the earth, environment, and new technology. Open Monday to Saturday, from 1300 to 1600 hours. Closed on Sundays and bank holidays. Free entrance. Guided tours available on demand.

D Centre for Research and Information on Nature Conservation (Centre de Recherches et d'Information de la Conservation de la Nature)

Rue des Gailler, 7 - 7000 Mons.

Tel: 065/31.37.50

Formerly the Museum of Natural History, and one of the most beautiful natural history museums in Belgium. A discovery in flora and fauna, and very



important general and regional collections of zoology and osteology. Open Monday to Friday, from 0830 to 1200 hours, and 1300 to 1700 hours. Admission free. Closed on bank holidays.

D Roadway Museum (Musée de la Route)

Place Nervienne, Casemate 3, 4, 5 - 7000 Mons.

Tel: 065/34.60.11

A unique collection in Belgium of old road construction machinery, traffic signs, etc. Open Sundays, from 1030 to 1230 hours, or by appointment. Free entrance.

D L'Amusette

Chaussée Brunehault, 33 - 7022 Mesvin (Mons).

Tel: 065/33.82.33

Living museum for children about water in its different forms. Open the last Sunday of each month, from 1430 to 1630 hours, or daily by appointment. www.ful.ac.be/hotes/amusette. For more information, call the Mons Tourist Office, Grand-Place, 7000 Mons. Tel:

065/33.55.80 or fax: 065/35.63.36.

D The Mundaneum

Rue de Nimy, 76 - 7000 Mons (near the Grand-Place).

Tel: 065/31.53.43

A museum and centre of archives and documentation with a collection of posters, postcards, and newspapers. Many documents are scanned on to a computer. Open



Tuesday to Sunday, from 1200 to 1600 hours. Friday nights the museum is open until 2000 hours. Guided visits are possible if booked in advance; archives available by appointment.

D The François Duesberg Museum of Decorative Art

Square F Roosevelt, 12 - 7000 Mons.

Entrance on Rue de la Houssière, 2.

Tel: 065/84.16.56

In the neighbourhood of the Collégiale St Waudru, this museum is dedicated to decorative art from the period of 1775 to 1825. Wonderful figurative bronze clocks, called 'à la française', valuable china, and other decorative items will surprise and delight the visitor. A museum not to be missed. Given two stars in the Green Michelin Guide. Open Tuesday to Sunday, from 1330 to 1800 hours, or on other days by appointment with guided tours. For more information, call the



Mons Tourist Office, Grand-Place, 7000 Mons. Tel: 065/33.55.80 or

Opening Hours

Opening hours for all the Community Museums (MC), are Tuesday to Saturday, 1200 to 1800 hours; Sundays, 1000 to 1200 hours, and 1400 to 1800 hours; closed Mondays. For groups and for guided tours, advance booking is required at the Tourist Office, which is open every day from 1000 to 1600 hours. Tel 065/33.55.80. Individual tariff: €1.25/museum; students, disabled, senior citizens, and groups of ten or more: €0.62; children under 12 years: free.

Buy a Museum Passport!

A global ticket (€6.20) gives you access to the Centenary Museum, Fine Arts Museum, Museum of Folklore and Mons Life, Canon Puissant Museums, and Saint Calixte Chapel. See the Tourist Office for details.

Arrival Procedures

A sponsor appointed by your NMR, National Support unit, or the appropriate division, will meet you upon your arrival in Belgium. The exact place of the meeting will be arranged by your sponsor after co-ordination with your national authorities.

After reporting to your national authority for national requirements or to the Civilian Personnel Office for recruitment formalities, you should report, accompanied by your sponsor, to the SHAPE Registration Office (RO), Bldg 210, Rm 111, with the following personal and SHAPE documents:

1. For personal registration:

- SHAPE Identity/Entry Card Application (SHAPE Form 94), properly filled in, signed and authorised, for you and each of your dependants, regardless of age. This form will be provided by your national authorities or the Civilian Personnel Office and must have the appropriate Post Number (PE number).
- Certificate of assignment (for civilians only).
- Passports or national identity cards for civilians and all dependants.

2. For vehicle registration: (can be done later)

- National vehicle registration certificate.
- Proof of ownership or Bill of Sale in the sponsor's name.
- National driving licence.
- A green international insurance card with address in Belgium, in the sponsor's name.
- A valid green CT form (roadworthiness inspection - *Controle Technique*) if your vehicle is more than four years old.

3. Security Passes

Your division or unit will provide you with the SHAPE Security Pass Application (SHAPE Form 1), if applicable, which will allow you to apply to the Pass Office in the Main Building, Bldg 102, to obtain your security pass.

4. Weapon Registration

See the Federal Police Officers in the Registration Office in Bldg 210, Rm 111, for further information.

The possession of the appropriate documents will ensure you complete international in-processing without any problems and with a minimum of delay. RO will also assist you with any problems that may occur in connection with your international in-processing. On completion of the arrival formalities, you will be prepared to report to your division or unit for duty.

If required, your sponsor will also arrange temporary living accommodation. Single or married personnel who arrive without their family are normally housed in the SHAPE Inn or troops billets, as applicable. You should make your sponsor aware of your requirements for temporary accommodation as early as possible.

Some nations authorise personnel to travel with their families and stay in hotels until suitable married housing accommodation becomes available. This is not, however, the case with all nations and personnel should therefore discuss family travel and accommodation details with their appropriate national authorities before making arrangements.

Finding a Place to Live

x Welcome

The staff at the SHAPE International Housing Office (SIHO) is here to help you move into suitable housing as quickly and smoothly as possible. We wish you the best possible housing experience and look forward to serving you during your tour at SHAPE.

x What we do

The SIHO provides a housing referral service for housing within 30 km of SHAPE and allocates officer and enlisted quarters on the base in SHAPE Village. Services include lease preparation, moving in and out inspections, requests for assistance, and residential security surveys.

x Types of housing

There are three types of housing available for SHAPE members: government lease housing (UK and US only), private lease housing, and SHAPE Village. The SIHO is your point of contact for private lease housing and SHAPE Village. UK and US members must first check for the availability of government lease quarters before taking private lease quarters.

x Eligibility

Only military and civilian sponsors with a SHAPE identification card. Additionally, some nations (US, UK, CA) have their own specific housing procedures. Check with your support unit and sponsor before you spend too much unnecessary time in our office.

x Reasons for rules

All the rules and examples in this document come from true incidents. Keep this document available and review it annually, a few months before you depart, and whenever you think you may have a problem with your house. You may find the solution in here.

x Time available for finding a house

Each nation has its own rules, regulations, and allowances governing how long someone has to find a house. Ask your national support unit to learn what yours are. The SIHO does NOT control, influence, or make recommendations to national paymasters about extensions or exceptions.

x In-processing at Housing Office

After you receive your SHAPE identification card in Bldg 210 (SHIPPS building), Rm 111, you should report to the SIHO

located across the hall in Rm 106. Your first step is to in-process on the housing computer.

- a. You must have a valid SHAPE ID number to get into the housing computer system.
- b. The computer will ask you for a variety of personal information and a password. Record your logon ID and password for future use.
- c. Please include your best guess on your departure date. This helps us see when your house might become available again.
- d. Please answer all questions and put the best information in each block. Missing information can cause the system to not work.
- e. Because of fairness, consistency, and heavy volume of customers, housing office personnel ARE NOT authorised to in-process someone else. You, your sponsor, or family member must do it.
- f. Dual-military couples, or others who have a reason to both be named on a lease, must BOTH in-process the computer. If one member does not do this, their name will not appear on the contract (it is computerised and there is no way to override the system). Most national paymasters require a name on the lease to pay housing allowances to an individual.
- g. The entire initial entry process only takes about five minutes.
- h. Once you have in-processed you may take five options (attach your name to a house in the hope of renting it) on available private lease quarters. You can also register for SHAPE Village. One exception for options is dual-military couples; since you will only rent one house, you may not each take five options for a total of ten.

x SHAPE Village

SHAPE Village consists of 336 enlisted/NCO apartments and 264 officer houses located on SHAPE.

- a. The allocation of these quarters is governed by SHAPE Directive 100-3 (available on the LAN at <http://sww.shape.nato.int/ihs-global/ihschome.htm>, 'SHAPE/ACO publications', '100', '100-3') and is based on the size of your family. Read this if you are interested in SHAPE Village.
- b. To be eligible for houses you must be an officer and have dependents living with you. If you choose to live in SHAPE

Village, the housing office can tell you about the current waiting lists. There is seldom a waiting list for apartments, but houses often have a wait of up to 12 months. Temporary apartments are available for officers waiting for SHAPE Village houses, and there has been a waiting list for these of up to four months. You must make the decision about how long you are willing to wait to live in SHAPE Village.

- c. Apartments. An apartment building is a small community, and therefore requires a set of rules to keep harmony among the neighbours. If you are considering an apartment, make sure you examine the apartment community rules BEFORE you sign your lease. Ask for a copy of the most current set of rules when you visit the apartment. If the rules are only in French, bring them to the front desk for a translation. If you sign the lease without understanding the apartment rules, you might be in for an unpleasant surprise.
- d. To apply for SHAPE Village, complete the application form using the housing computer, print it, have your National Military Representative (except for US; NMR has delegated signature authority to the International Housing OIC/NCOIC) sign the application, and return it to the SHAPE Village manager.

x Private lease housing

For private lease housing outside SHAPE, the SIHO uses a first come, first served system which avoids discrimination among SHAPE members.

- a. To use the system you place your name against a house. At this time there is only one computer where you can do this; the same one you used to in-process. This computer is available when the housing office is open. In peak season, a line often forms outside the housing office early in the morning as people want to be first to take an option on a house they think they like. This line is self-regulated; use common sense and common courtesy to find and keep your place. The office opens at 0900 hours; you enter the computer room and attach your name to a house. The computer assigns your position based upon time of entry; people who took an option on that house any time (minutes or days) before you are ahead of you. There are two computers; one should be on and ready to go, the second we will turn on at 0930 hours.

Continued on page 24

Continued from page 23

- b. Options expire at 0930 hours on the seventh day after entry. Example: You take an option at 1500 hours on a Tuesday. At 0930 hours the next Tuesday, your option expires. The computer system automatically removes your name from the house and everyone below you moves up one place.
- c. If the seventh day is a holiday, all options are extended until the next working day. Example: Your option will expire Friday. It is a SHAPE holiday. Your option (and everyone else due to expire Friday) will be extended until Monday.
- d. Once you take an option on a house, four events are possible.
 - 1. The person who is the number one option decides they want the house. Once they do this, all other options on the house expire immediately, and the house is no longer available (taken off the board and computer). Your option is now free to be used elsewhere.
 - 2. You decide you will not take the house if you become #1. Delete your option and use it elsewhere.
 - 3. You make no decision, seven days pass, and your option expires automatically. Your option is now free for use against another house.
 - 4. You decide you will take the house if you become #1. Two conditions are possible:
 - (a) The person ahead of you on the list has an expiration date one or more days before your expiration date. Example: Your option expires at 0930 hours on Tuesday; the guy ahead of you has an option which expires at 0930 hours Monday, or Friday. This means you will be the number one option for a full 24 hours or more, giving you some time to decide and act.
 - (b) The person ahead of you on the list has an expiration date the same day as yours. Example: He took his option on the house at 1100 hours Tuesday, four hours ahead of you. Both your options expire at 0930 hours on the next Tuesday. This is a very common situation, where two or even six or seven people have options expiring at the same time.
 - (1) In this case, you must be present at the housing office desk at or before 0930 hours on expiration day and tell the housing office front desk people that you would like to take the house.
 - (2) At 0930 hours, the desk clerk will assign the house to the person highest on the option list who wants the house AND has TOLD the housing clerk they want the house.
 - (3) Example: Person #1 took his option at 0900 hours, #2 took his option at 0930

hours, #3 took her option at 1400 hours, you took your option at 1500 hours, and #5 took her option at 1515 hours on a Tuesday. All your options expire at 0930 hours the next Tuesday. You, #2, and #5 all want the house. All three of you are at the office at 0930 hours. The house goes to #2. Remember, this scenario will be taking place for many houses; it is possible there may be a crowd of a dozen people trying to take three or four different houses. Get here early, pay attention to what is going on, and make sure the desk clerk knows what house you wish to take so they can identify conflicts and determine priorities. Do not wait in line without saying anything or you may lose the house.

- e. You may place your name against up to five houses at a time.
- f. Dual-military couples or others who will live together in the same house are only authorized to take five options together, not 10.
- g. Deleting an option. If you decide you do not want a house, and want to delete your option to use it on another house, you must use the computer. You simply highlight/select which of your five options you wish to delete and select the delete box. The computer will ask you "Are you sure you wish to delete this option, Y/N?" You must verify your choice. Once you have selected "yes" and the option is deleted, it CANNOT be recovered. Be careful you have made the right choice.

There is one exception. If you were the #1 option and can prove it (show us the printout where you are listed as the number one), AND you notify the front desk IMMEDIATELY of your error, AND you are willing to take the house (sign a contract), we will use the "take the option" procedure. However, you MUST notify us immediately. Do not go to the bathroom. Do not go to the hotel. Do not go find your spouse. While you are doing these things, the person who was #2 and is now #1 because of your error may decide they want the house, and the house will go to them.

x Putting an option on a house

- a. Look at the houses on the board in the hallway. In the upper left corner of each square is a pin with a number on it. This is the number the computer uses to track the houses. Log onto the computer and scroll down to this number. Double check the address, then click on the house number (highlight in blue), then click on 'add option'.

- b. Print the house information by clicking on the button 'print detail' and then contact the current tenant to set up an appointment to see the house. If there is no current tenant, and the landlord does not speak English, the front desk or Mr Moylan can help you set up the visit.
- c. During your visit, you and the prospective landlord may discuss changes or additions to the house. Common options are for the landlord to arrange the annual furnace maintenance, annual chimney maintenance, your insurance policy on the house, and maintenance of the garden (the cost for the garden is spread over 12 months, but work is usually only done during the growing months). These costs are added to the basic rent. Each nation has its own policy about what items will be paid for by housing allowances; consult with your national support element to determine what you can and cannot do.
- d. Once you decide to take a house, come to the front desk and they will take action. Your other options expire and you can no longer take options. At this time also tell the front desk if there is anything you would like to add to the contract (maintenances, insurance, etc).
- e. If you select a house to rent that is not in the SHAPE system, ask the owner to accept a SHAPE lease, and then come to the SIHO to request an inspection of the home to ensure it meets SHAPE's health, safety, and security standards. The SHAPE lease contains special clauses that protect the interests of SHAPE Members. Belgian leases do not.
- f. School bus routes. The current bus routes will be undergoing changes until 2007. Decide for yourself whether the school bus route is a criteria in your housing choice. If it is, check with the school bus manager, OR-8 Chen on ext 4013, to determine if the houses you are interested in are on or off the school bus route. If you sign the lease without understanding the school bus plan, you might be in for an unpleasant surprise.

x Signing the lease

- a. After selecting a house, the housing office will schedule an appointment for you and your future landlord to sign the lease. The housing office will prepare all necessary documents for the lease signing and give you a standard SHAPE contract.
- b. Before arriving at the contract appointment you need to know your desired move-in date, have read the contract clauses, and list anything the landlord

Continued on page 25

Continued from page 24

- has promised to include in the contract. Prepare a list of all questions you may have about the contract.
- c. During the contract appointment a customer assistant will discuss your responsibilities such as the security deposit, utilities, home security, lease registration, taxes, garbage, Belgian rental laws, etc.
 - d. Do not sign your contract if you do not understand something. Your contract appointment will last about 90 minutes, then someone else will be scheduled. It is better to reschedule and continue later than to involve yourself in a bitter fight with your landlord for months and months. However, not signing the contract is a serious decision; it may be up to two weeks before you can be rescheduled. Most nations will not accept this as an excuse to extend temporary living allowances. Your future landlord will also be inconvenienced; getting onto SHAPE is not easy for civilians and they will not appreciate having to do it again. Do your homework; read the contract before arriving!

✦ The In-inspection

At the lease signing, the housing office will give you the date for the moving-in inspection, which should take place within 30 days of occupancy. This inspection is a thorough and accurate description of the property so that you will not be held responsible for pre-existing deficiencies. Be prepared for the inspection by carefully inspecting your home and testing the equipment, and then inform the inspector about deficiencies. The inspection report is written in French. The inspector will explain verbally in English what is written on the report. You are encouraged (strongly!) to take notes so that you understand. The inspector will also explain the functioning of the major appliances and equipment in the house. Ask questions, take notes, and feel comfortable using the equipment in the house before letting the inspector go. Remember that the inspector is scheduled to do another SHAPE member inspection right after yours, so pay attention to what is said.

✦ Requests for assistance

If you need assistance during your tour, and cannot arrange it directly with your landlord, submit a written and signed request for assistance form. You can fax the form to 065/44.47.85 or bring it directly to the office. We cannot take requests over the phone (verbally) for your own safety.

✦ Terminating your lease

You may terminate your SHAPE lease if you receive orders to depart SHAPE.

- a. If you are on a three-year contract, you must give your landlord a minimum of one full calendar month written notice for private lease quarters and 30 days notice for SHAPE Village. Example: You mail the notice on 15 June. The calendar month begins 1 July to 30 July. You pay rent for July, but not August. Second example: You mail the notice 2 July. The calendar month begins 1 August and ends 30 August. You pay rent for August.
- b. If you are on a longer-than-three-year contract, or you extend your contract, (usually civilians), you may have to give three full calendar months written notice. Come see us for an individual review of your circumstances.
- c. You must pay your utility bills before you can clear a set of quarters.

✦ The Out-inspection

Review your in-inspection report. Start needed repairs early. Return your house in the same condition as when you moved in taking into consideration fair, wear, and tear. Generally, spots, chips, scratches and dents are not considered fair, wear, and tear in Belgium. The costs for damages, cleaning, or garden maintenance could be deducted from your security deposit. Keep available receipts for rent, utilities, and maintenance related to the house until you are cleared from the house. The signed 'quitte et libre' form relieves you of further responsibility with the house. To clear housing and SHAPE, you need the signed quitte et libre, paid final water bill, and final clearance stamp from Electrabel and Belgacom.

✦ Belgacom and Electrabel

Both of these private companies provide a part-time representative for establishing services and paying bills. They are generally available Mondays, Tuesdays, and Thursdays, from 1300 to 1600 hours, and Fridays from 1300 to 1500 hours. They are not open on Wednesdays. They also have regular offices in Mons and Frameries, open daily from 0900 to 1600 hours, with limited or no English-speaking capability.

✦ Contacting SIHO

Assistance: 065/44.54.05 or ext 5456.
Residential Security: ext 4248, fax ext 4785.

✦ Comments and conclusion

This option system may seem complicated. If you have a better concept, please feel free to provide us with a written summary of your system. You may also write any positive or negative comments about your housing experience in the 'Comment Books' located at the front desk (red for bad, blue for good). During your contract signing appointment, you will also be provided a form to give us input. Finally, at your departure, please provide us with any information you feel is useful about the house or your experiences. We are always trying to make life better for those who come after us.

LTC Chris Papaioannou (US)
SHAPE International Housing Officer

✦ Furniture Rental

You have the option of renting furniture, electrical appliances, and household goods. For information, contact IN-Lease NV on 03/238.74.66 or visit www.in-lease.com.

Insurance in Belgium

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

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

○ Car Insurance

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

In addition to the minimum coverage, the first option to consider is legal assistance (Défense et Recours or Contre Assurance Spéciale), which provides for the cost of legal representation in the courts of law, should you have the misfortune to be involved in an accident. For two reasons, SHAPE members should regard this option as essential: firstly, as foreigners, there is a language difficulty; secondly, a high proportion of accident cases are settled through the courts. The premium for legal assistance is usually very small and it would certainly be false economy to try to do without it. Please note that legal assistance should not be confused with the legal advice service, which may be offered by your national support element at SHAPE. They can only give advice, and you may then have to engage a local lawyer at your own expense.

After third party liability and legal assistance, any further automobile coverage is entirely a matter of choice - e.g. collision, fire, theft, glass breakage, passenger insurance, or any combination of these.

The choice is normally governed by the age of the vehicle, whether or not it is being financed, and whether the owner considers the investments in the vehicle to be worth it.

Since the rate of depreciation is high in Belgium, it is often uneconomical to carry coverage against all risks (omnium) on vehicles more than five years old. This is, however, a matter for individual choice.

The above are the requirements and options available; now look at the practices of car insurance in Belgium.

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

The premiums for third party liability insurance with Belgian companies are linked to the cost of living index.

Premiums for all risks coverage are based on the value of the vehicle when new, and are not reduced as the value decreases. You can, however, take out an 'agreed value' for all risks cover. This means that you agree in advance with the company on the rate of depreciation and, in the case of total loss, your settlement is based on the price you paid for the vehicle less the agreed rate of depreciation.

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

○ Household Insurance

Household insurance is the second main type of insurance required in Belgium. With the standard SHAPE Housing Office rental contracts, tenants are required to insure against fire (including explosion), and water damage to the rented premises.

It must be stressed that this is a minimum requirement. The trend nowadays is towards a comprehensive policy, which also covers glass breakage, theft, storm, wind, and hail damage. Policies normally carry the option of insuring either the property, or the contents, or both.

In Belgium, all rented properties must be insured by both the owner and the tenant. The type of claim determines which policy it is to be made against. For example, faults arising from the basic structure and installations are covered by the owner's policy, whereas damage resulting from accidents, such as a bath overflowing, a kitchen fire, broken windows etc, is claimed on the tenant's policy.

Tenant's insurance premiums are indexed to the construction index, rather than a cost of living index. If the contract is not indexed, it should be reviewed yearly to account for any inflation costs. When a theft clause is included in the contract, it may only cover 50% of the capital of the insured contents since, statistically, only portable objects are usually stolen. If you have valuable objects which are portable, i.e. jewellery, antique ceramics, and so on, it is a good idea to list them separately with your insurance company.

Belgian law (A R du 1 Février 88) imposes a deductible amount of €153.70.

○ Important

All Shapians must inform their insurers as to whether they rent a traditional construction, or a prefab, and note the replacement value. Your premium depends on this.

○ Family Liability

Family liability or public liability is closely connected with the tenant's insurance.

This insurance is designed to cover damage to the general public from you and your family, as a source, and includes your pets! This liability normally extends to accidental damage and/or injury. Some policies now cover intentional acts by children under the age of sixteen.

Whilst dwelling on the subject of homes, a little-known but important fact is that if you employ a home help (femme de ménage), you are required by law to insure that person against accidents at work, i.e. in your home and en-route to and from your home. Such a policy covers any occasionally employed person such as a gardener, babysitter, handyman, etc.

There are many other types of insurance too numerous to cover in this article. The main point is that almost everything can be insured - some by law, other tangible or intangible items are by choice. Talk to your insurance agent if you feel you have, or may foresee, more than the normal requirement.

Belgian Identity Cards for Civilians and Dependants

Individual SHAPE members are responsible for their own registration (where applicable) and that of their dependants through the Federal Police Registration Section (FPRS) located in Bldg 210. It is the responsibility of each individual who is issued with a Belgian Identity Card through the FPRS to:

- Immediately report to the FPRS any change of address or change to their status.
- Immediately report to the FPRS the loss or mutilation of their ID card.
- Report to the FPRS to complete a renewal application at least eight days prior to expiration of their ID card.
- Return the ID card to the FPRS prior to departure from Belgium.
- Carry their Belgian ID card at all times when they are 15 years or older and produce it on request by Belgian authorities.



Persons Residing with SHAPE Members (long-term)

Other persons such as au pairs, domestic servants, etc, residing with or visiting SHAPE members long-term are required by law to report to their local Belgian Communal Administration (Town Hall), where they will be asked to complete a *declaration d'arrivee* (Statement of Arrival). Other family members and dependant's of a SHAPE member residing long-term must also be registered within three working days of their arrival in Belgium. Advice on their registration may be obtained from the FPRS, Bldg 210.

Visitors (short-term)

SHAPE members wishing to have visitors reside or stay short-term, and whose guests would like to visit the SHAPE installation and use its facilities, should report to their own National Support Unit within SHAPE, where they will be required to give passport details of their guests and the duration of their stay.

Procedures

SHAPE civilians, their dependants, and the dependants of military personnel must apply for a Belgian Identity Card through the FPRS, Bldg 210, Rm 111.

For the registration at the FPRS:

- Applicants should be in possession of SHAPE Form 94 and should take their National ID/passport as supporting evidence.
- Civilian personnel need a certificate of assignment, obtained from their NMR or CPOIHSC/RXS, to be produced with their application.
- Evidence of polio vaccinations for children under 18 months should also be provided.

REGISTRATION IN THE LOCAL COMMUNE

Individuals required to register in their local Communal Administration must do so within three working days of their arrival in Belgium. Advice on the procedures for local registration may be obtained from the FPRS. In certain cases, a visa is required before entering Belgian territory. Failing to do so will cause the applicant to be unable to stay in Belgium. For more information,

phone the FPRS on ext 5165 or 3933.

Individual SHAPE members should also be aware of the Belgian regulations concerning the registration of other household members (apart from their spouses and dependant children). Advice on registration of other household members may be obtained from the FPRS.

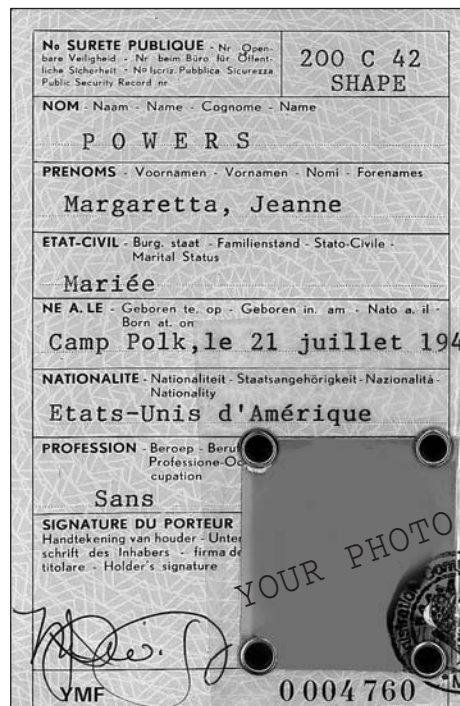
POLICIES

General

Belgian law requires all aliens (non-Belgians) who intend to reside in one place, to report this fact within three working days of entering the country (unless they are staying in a hotel or inn, in which case it is the landlord's responsibility to report their stay). The Maisières Hotel, located opposite SHAPE, is not a hotel for this purpose.

SHAPE Members, Spouses, and Dependant Children

Under international agreement, military personnel serving at SHAPE are exempt from any requirement to register in Belgium. However, civilian personnel, their spouses, and dependant children, together with spouses and dependant children of military personnel serving at SHAPE, must register at the FPRS, Bldg 210, on arrival to obtain an appropriate Belgian Identity Card.



Petrol and Telephone Card Sales

POL cards are sold at SHAPE Headquarters, Bldg 102, Room 201. For more information, please call on ext 3355.

At the Petrol Card Sales outlet you may also purchase IDT telephone cards for the price of €8. These cards have a value of €10.

Hours of Operation

Tuesday to Thursday 0930 to 1245 hours and 1400 to 1630 hours

Friday 0930 to 1245 hours and 1400 to 1530 hours

Closed Saturday, Sunday, Monday, and SHAPE holidays

The Bank at SHAPE

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

The bank at SHAPE may differ from banks in your country. When you change countries, you also change your way of living. Therefore, please do not be afraid to question the cashiers.

■ What is Fortis Banque?

Fortis Banque extends its network to more than 30 countries. It is placed among the best 60 banks on the international schedule. Fortis Banque is the first bank in Belgium, and it has more than 3,000 branches.

■ Where is the Fortis Banque?

In the Main Building, Bldg 102. Phone: 065/33.89.93, ext 5517.

There is an ATM only, in the Shopping Centre, Bldg 506.

■ How does one open an account?

You will have to come in during normal operating hours. An account can only be opened in the Main Building branch. You need to bring your passport and the tax exemption form with you. There are no charges for opening an account and there is no need to make an initial deposit; you must, however, make an appointment beforehand.

■ Current Account

This is the account you can use to make all your transactions (deposits, withdrawals, transfers, payment of your rent).

■ Services Offered

- Deposit or withdrawal in cash directly from tellers at any of our branches in the country.
- Deposit of cheques: personal, business, Belgian, and foreign.
- Transfers from other banks.
- Foreign cash withdrawal and purchase.
- Deposits and withdrawals of foreign currencies in cash in or out of foreign currency accounts.
- Prisma Account.
- Fortis Global Club.

■ Bank Transfers

These are widely used in Belgium and are the easiest and most common way to pay your bills.

The bank can also transfer funds from your account to foreign banks.

■ Standing Orders

The best way to pay rent, club dues, charity; any fixed amount on a fixed date.

■ Direct Debit

In this case, you authorise the bank to pay your bills to companies such as Belgacom, Electrabel, GB-Inno, etc, upon their electronic request. These companies will have sent you the bills before computation.

■ Travellers' Cheques

They are used instead of banknotes. They offer greater safety and are accepted all over the world.

■ Certified Cheques

Most useful when the beneficiary needs a full guarantee. These are available in all common currencies.

■ Cards Electronic Cards

The Mister Cash/Bancontact Card gives access to automatic teller machines throughout the country and in Europe.

Many stores, as well as filling stations, are equipped with card terminals.

■ Visa/Mastercard

Unlike most countries where the user pays the bill directly to Visa or Mastercard, in this country the company electronically requests the owed amount from your account at the beginning of each month.

■ Fortis Global Club

This way of banking offers 12 bank or non-bank advantages.

- **No charges:** for transfers, cash withdrawals, Mister Cash/Bancontact transactions, all automatic payments.
- **Free Cards:** two Mister Cash cards.
- **Accident Insurance:** (up to €99,150) free.
- **Restaurant-Theatre-Museum:** 500 tickets with a 25% reduction.
- **Travel Booking:** at lower rates, plus a 5% discount on subsequent bookings.
- **Card Assistance:** 24-hour service for loss or theft of your Belgian cards, blocking, and automatic recording of new cards.
- **Club Magazine:** twice a year, tips about travel, leisure, health, money, legal problems.
- **Phone Banking**
- **Hotel Guide:** 50% reduction.
- **High Security Keyholder:** with personal code. If found and dropped in a mail box, it will be returned free from any country.

■ Phone Banking

Make transfers directly from your account, from home, a cell phone, or elsewhere, enabling you to check your balance any day or time.

■ PC Banking

If you have a personal computer, we offer the opportunity to make transactions and check certain data directly through your PC.

■ Europe Assistance

It is a leading company and rather inexpensive for the amount of services offered. Very helpful in case of loss or theft of cheques, loss or theft of luggage, car accidents, illness or injury during journeys, etc.

■ Loans

We offer all kinds of loans for all kinds of purposes (cars, furniture, house, etc).

■ Savings Book in Euros only

It is a very good way to earn interest while your money remains at your disposal.

■ Other investments in Euros

Fixed term deposits, mutual funds, Eurobonds, bankbonds, insurance bonds, and all kinds of tax exempt investments.

■ Foreign Currency Fixed Term Deposit Account

No taxation on revenue and secrecy of transactions.

■ If there is anything else you would like to know

Come and visit us. We are here to help you find a solution to your financial problems. In order to improve our system further, we welcome your suggestions.

Enjoy your stay in Belgium.

The Branch Manager and his team



Belgian Postal Rates

□ Where

Belgian post offices can be found in the Main Building (Bldg 102) and the Shopping Centre area (Bldg 504).

□ Letter Post

The cost of postage will depend on the size and weight of your letter. A standard letter, less than 50 grams, will cost €0.50 priority and €0.44 non-priority, within Belgium. For letters sent outside Belgium there is a choice:

- **Priority (first class):** the letters go in the first airmail
- **Non-Priority (second class):** the letters go in the first airmail if there is space; and two zones:

Europe:

Basic Price	Priority	€0.60
	Non-Priority	€0.55

Rest of the World:

Basic Price	Priority	€0.80
	Non-Priority	€0.65

The cost varies according to the class, zone, and weight. The weighing machine at the post office should let you know the correct postage (and also what size is considered 'regular' in Belgium) for your normal needs.

Remember, you should not include bank notes (an offence in Belgium) or coins, or staples or paper clips, which may block the automatic sorting equipment.

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

□ Registered (Recommandé)

Receipt kept by the sender: €4.00 plus normal postage.

With a return receipt: €4.75 plus normal postage.

To pre-pay your correspondent's reply, buy an international reply coupon for €1.12.

□ Packages - Kilopost

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

weight and the destination.

In Belgium, the rates vary from €2.48 to €11.16. The package is delivered with the normal mail.

□ EMS/Taxipost

Taxipost offers same-day delivery of packages up to 30 kilos within Belgium, if sent before 1000 hours at the Taxipost Dispatching (the next day if sent in the post office after 1000 hours). Check with the post office for rates.

EMS (Express Mail Service) gives very fast delivery to foreign destinations (from 24 to 72 hours depending on the destination). The minimum rate is €10.15. Charges depend on the weight and destination. In urgent cases, the speed can make this service good value.

□ Postpac

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

□ Postograms

The Postogram is a greeting card, which is inexpensive and useful. You can choose from a selection of about 40 cards and texts, covering a variety of occasions. Write your message, and specify on the cover the date that you require it to be delivered. It can also be delivered on Saturdays, unlike normal mail. You may mail your Postogram weeks before the desired delivery date or allow two days for handling (one day may even be enough). The cost is €2.50, which covers both the card and postage in Belgium (stamp it for foreign destinations).

□ Money Orders (mandats)

Within Belgium, you may send money orders up to the value of €1,250 for a charge of €4.00. For international money

orders, the maximum value is set by individual countries. The minimum charge is €10.00.

□ Change of Address, Mail Holding

If you move within Belgium, the post office will forward your mail for six months for a fee of €15.00. If you move outside Belgium, the charge is €30.00. While you are away on holiday, you may also have your mail held at your local branch post office for a fee of €15.00.

□ Financial Services

If you do not have a postal account or bank account and wish to pay a bill or the rent very quickly, fill in a *bulletin de versement* form at any post office counter and the post office will transfer your payment for a small fee of €0.75, if the addressee has a postal account number; €8.50 to a bank account number. The stamp on your receipt is the legal proof of payment.

□ The Postcheque Account

With the Postcheque Account, you can pay your bills, rent, and other requirements free of charge. For €10.00, you can purchase a Postomat Plus to pay via the Proton system and use ATM (Mister Cash/Bancontact) in Belgium and abroad (Maestro or Cirrus).

□ The Savings Account

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

□ The Rental Guarantee Account

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

At the Belgian Post Office, you can also buy telephone cards, a recharge for your cellular telephone, tickets for amusement parks and other attractions, and more.



Telephone System

For information regarding connection or transferring your telephone service, installing internet service, or purchasing telephone equipment, you can visit the Belgacom help desk located in the SHAPE International Housing Office, open Monday, Tuesday, and Thursday, from 1300 to 1600 hours, and Friday, from 1300 to 1500 hours. You can also visit the Belgacom Teleboutique at the Grand Place in Mons, or call Belgacom on 0800.55800/01 for additional information.



Cable TV

Some SHAPE houses and rented accommodations are connected to a cable network and, if used, a rental fee is due to the company supplying the service. For further information, contact the SHAPE Housing Office in SHIPPS, Bldg 210.

The SHAPE Concessionaires Welcome You

As the Contracting Officer responsible for administration of the concessionaires at SHAPE, I would like to take this opportunity to welcome our newcomers, and pass on some useful information about our commercial shops. Please use our concessionaires! Not only do they provide close, convenient services needed by our community at lower prices than similar shops in the Mons area, but they also pay the SHAPE Community Services Fund a royalty derived from their business turnover. These royalties are used to support various SHAPE community activities, so not only do you benefit from lower costs in our shops, but also from lower fees for athletics, recreation, and other community services, due to the contributions made by the concessionaires under the terms of their contracts. Shops outside the area do not make such contributions to lower the cost of living at SHAPE!

Concessionaire facilities are located in the Shopping Area, in the Main Building (Bldg 102), and next to SHIPPS (Bldg 210). The Shopping Centre is open from Monday to Saturday, with tax-free shopping available at the Carrefour/GB SHAPE, FINA Service Station, and Car City. The Dry Cleaners/Laundromat, Tailor's Shop, Flower Shop, Beauty and Barber's Shops, Optical Shop, and Bookstore all provide quality services at prices significantly lower than shops outside SHAPE. To make it even easier, the Shopping Centre bank facility offers a convenient way to obtain funds for your shopping via an automatic cash and exchange machine.

In the Main Building, Fortis Banque's central office can accommodate all your financial activities, including the opening/closing of accounts and investment services. Additionally, the American Express Travel Office is located on the second floor, providing a full range of travel services including official travel. There is also a second Bookstore and Barber's Shop, providing a convenient service for those personnel working in the Main Building complex.

In the SHAPE Industrial Area, Bureau Meraini Insurance has an office in Bldg 250, next to SHIPPS, where you inquire. They are ideally situated to provide you with any vehicle, household, and third party liability insurances you may need immediately upon your arrival in Belgium. As independent brokers, they also offer a full range of personal, life, and holiday/leisure insurances at very competitive rates.

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

Although the majority of customer complaints are effectively resolved by the shop managers, there may be a time when a satisfactory response is not provided. Then

the customer should submit a written summary of the problem to HSG Concessionaire Quality Assurance Officer, Mr G Spadaro, Bldg 207, who will then try and seek an equitable solution to the problem. If a satisfactory solution cannot be obtained then the matter will be elevated to the Contracting Officer who will coordinate with the SHAPE Concessionaire Contract/Customer Affairs Board (SCC/CAB) for final resolution of disputed customer claims.

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

The board is composed of a chairman, four voting members, and several customer representatives.

In addition, any pattern of unresolved complaints will be considered by the board during its annual review on whether to continue the current contract or seek new bidders for the concession involved.

I hope this introduction to the SHAPE concessionaires will be helpful. Once again, 'Welcome to SHAPE!'

Mr D Hovaere
Contracting Officer, J8 BUDFIN

Carrefour / GB SHAPE

Manager: Mr André Plumat
Bldgs 504 and 505
☎ 065/32.85.59
Home Centre 065/32.85.62

FLOWER SHOP

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

FINA - SHAPE

Manager: Mr Gerard Piteraerens
Bldg 304
☎ 065/32.83.00

MODERNA

Manager: Mr Lieven Broodcoorens
Bldg 506: Dry Cleaning
Bldg 505: Laundromat
☎ 065/35.47.29

MERAINI INSURANCE

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

BEAUTY SHOP

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

FORTIS - BANK

Manager: Mr Marc Mabilie
Bldg 102
☎ 065/33.89.93 or SHAPE ext 5463

BOOKSTORES

Bldg 102, ☎ 065/31.10.02
Manager: Mrs Viviane Jacobs
Bldg 504, ☎ 065/31.17.74
Manager: Mr Michel Laitem

CAR CITY

Manager: Mr Jean-Pierre Rousseau
Bldg 330
☎ 065/34.85.93 or SHAPE ext 5393

BARBER'S SHOP

Bldg 102, SHAPE ext 5498
Manager: Mr Claudio Venturi
Bldg 504, SHAPE ext 2614

TRAVEL / AMEX

Manager: Mrs Roberta Canonico
Bldg 102
☎ 065/33.89.95

TAILOR'S SHOP

Manager: Mr and Mrs Durant
Bldg 506
SHAPE ext 5627

SHAPE Recycling Centre

The SHAPE Recycling Centre, Bldg 512, is located in the shopping facilities area, adjacent to the GB Shop. The following materials may be disposed of at this location:

Cardboard and Paper

All paper products should be placed in the compactor. There is no need to separate newspapers, boxes, etc. This will be done at the processing centre (No 1 on the map).

Glass Products

All types and colours of glass go into the same container. It is not necessary to remove labels and metal rings. Sorting of glass will be done at the processing centre (No 4 on the map). Chinaware and ceramic items are not accepted.

Plastic Material

All types of plastic (PVS, PET, PEHD) go into the same container (No 2/3 on the map). It is not necessary to remove the caps or labels. The following plastic items are non-recyclable and cannot be accepted:

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

Metal

There are two metal containers, one for aluminium cans and other metal tins; labels do not have to be removed (No 5 on the map), and one for scrap metal only (No 6 on the map).

Batteries

Small batteries may be dropped in a small, yellow, metal box near the paper compactor (No 9 on the map). Car batteries will be stored by the Recycling Centre staff in the 20m³ covered, special waste container (No 7 on the map).

Toxic Waste

Any toxic material, such as cleaning fluids, paints, and other toxic waste should be left in their original containers and brought to the Recycling Centre, where they will be stored in the special waste container (No 7 on the map).

Used Car Oil

May be poured into the 1,000 litre oil container (No 10 on the map).

Unwanted Household Items

For example: old clothes, blankets, leather bags, and shoes go into any of the three Curitas containers located in the compactor area (No 8 on the map).

Shapians are kindly reminded that they should not:

- Leave their children unsupervised when using the Recycling Centre. Access ramps between containers are sometimes slippery and the paper compactor's hydraulic press, while in motion, may represent a serious potential hazard to unattended children.
- Use the Recycling Centre as a short-cut between the shopping facilities car park and Avenue de Copenhague.

- Bring any grass clippings or tree trimmings.
- Drop material off outside of the Recycling Centre outside of business hours. This may constitute a violation of Belgian law and subject you to significant fines. Items left may be searched to determine ownership, and the owner located.

Not accepted:

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

For further information, call Custodial Services, Engineer Branch on ext 4873, or Recycling Centre staff (French speaking only) on ext 5657.

Hours of Operation

Monday to Thursday	1000 to 1250 hours 1330 to 1750 hours
Friday	1000 to 1250 hours 1330 to 1650 hours
Saturday, Sunday, and SHAPE holidays	Closed

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

These containers accept:

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

These items will be:

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

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

Recycling of old clothes and leather will protect the environment against further pollution if these products were to be burnt or thrown out.

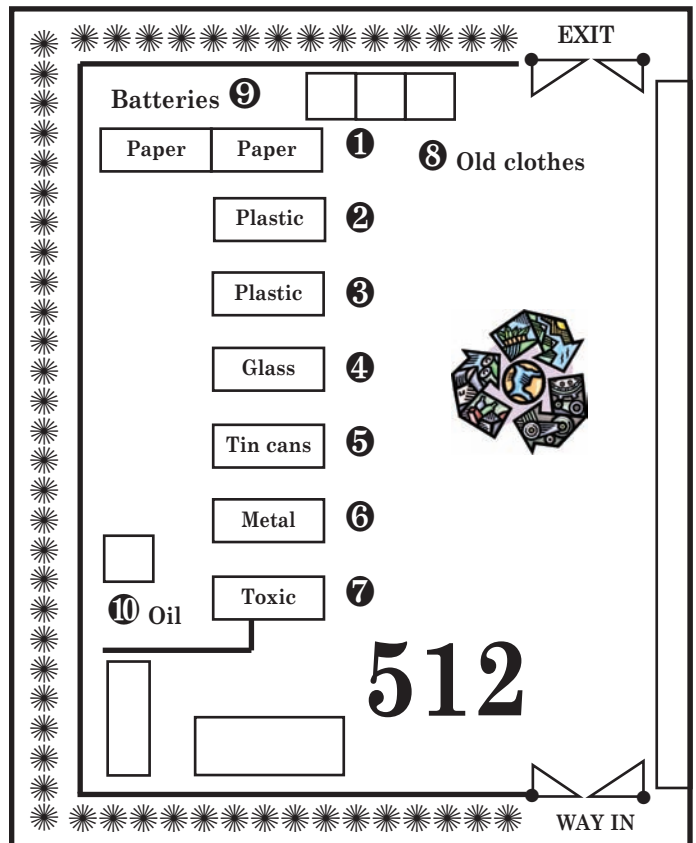
These containers are installed free of charge and all profits made from the recycling process are donated to the *Oeuvre Belge du Cancer*.

Marie-Christine Capiiaux

Partnership for Peace (PfP)
(Partnership Coordination Cell - PCC)

The Partnership for Peace Programme was launched on the 10-11 January 1994 NATO Summit, by the Heads of State and Governments of the then 16 member countries of the North Atlantic Alliance to enhance security and stability in the whole of Europe. To date, twenty partner nations are represented in the Cell's Bldg 901 and they, together with their families, are happily settled in to the SHAPE and Mons local communities. They are now, very firmly, a part of the developing, and close-knit PCC and Shapians, and are afforded many of the SHAPE privileges.

Partnership Coordination Cell



SHAPE Directives 100-1

The extracts of SHAPE Directive 100-1 below should be read by all SHAPE personnel and members of their families who reside at SHAPE and in Belgium.

Speed Limits

Except where otherwise indicated by specific speed restriction signs (in kilometres per hour), the maximum speeds for vehicles within the SHAPE installation are:

- 15 kph: in all parking areas and the area between the SHAPE chapel and kindergarten on Ave de Reykjavik.
- 30 kph: in housing areas, GB shopping area, SHAPE Headquarters complex (100 area), and the Industrial complex (200 area).
- 50 kph: elsewhere

Parking Regulations

- a) Personnel are only to park their vehicles in **designated parking areas as shown by signs or road markings**. Vehicles are not to be parked:
 - On grassed areas, with the exception of SHAPE Village Housing where occupants may park within 10 metres of their residence.
 - On roads within SHAPE except when directed by SHAPE International Police (SIP).
 - Within five metres of pedestrian crossings, fire hydrants, and junctions.
 - On footpaths/sidewalks.
 - In any position which would cause an obstruction to other traffic or road users.
- b) When parking within the SHAPE Headquarters complex (100 area), vehicles may only be parked (as authorised) in designated parking areas. Vehicles are **not** to be parked in front of Bldg 102. Waiting is permitted for short periods, for the collection of people, provided the driver remains in the vehicle.
- c) Illegally parked vehicles that pose a threat to the safety of others may be towed away at the owner's expense. Other violators will be ticketed and the vehicle may be secured with a wheel clamp.

Police Signals

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

Wrecked or Inoperative Vehicles

Wrecked or otherwise inoperative privately owned vehicles are **not** to be parked on the SHAPE installation without written approval of the SHAPE Provost Marshal.

Points System

SHAPE operates a points system for traffic offences, and violations are reported to the appropriate national and international authorities. An accumulation of 12 points starting from the date of the first violation and within a period of one year, will result in banning the offender from driving on the SHAPE installation for 14 to 60 days.

Vehicle Registration

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

Driving Under the Influence of Alcohol or Drugs

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

Traffic Accidents

Anyone driving his private vehicle involved in a traffic accident must take all steps to ensure traffic safety (warning triangle, etc) and immediately inform the local police (dial 100 or 112) or the SHAPE Federal Police (ext 3334) when it occurs on the SHAPE area.

Any SHAPE member driving a SHAPE plated vehicle or military vehicle involved in a traffic accident must report to the SHAPE Federal Police and to the SHAPE International Police Desk (ext 3333).

List of Traffic Violation Codes

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

AUT + 4 = Automatic suspension and 4 points

***A = Driver informed to report to Traffic Section within seven days to prove that documentation is in order; failure to do so will result in the Federal Police being informed.**

◆ YOUR VEHICLE IN BELGIUM ◆

SHAPE has entered into agreements with the Belgian Government concerning the privately owned vehicles of SHAPE members. The Provost Marshal is responsible for enforcing these agreements which include rules relating to:

- Registration
- Driving Licences
- Importation
- Insurance
- Purchases
- Fuel Rations
- *Controle Technique* (road worthiness inspection)
- Traffic Regulations

When arriving in Belgium, the SHAPE member may import his/her vehicle(s) free of taxes and VAT. Similar rules are applied when transferring the vehicle(s) from another EU country. The Registration Office will guide you in completing the appropriate documents.

Vehicles registered with an international blue plate (SHAPE plate) are for the use of the SHAPE member and his/her dependants.

Vehicles to be registered

- Cars
- Minibuses
- Vans
- Motorbikes
- Campers (motorhomes)
- Caravans
- All kinds of trailers

Permission to register and operate a vehicle could be subject to national military regulations. Additionally, there are special rules relating to BENELUX personnel. Contact the Registration Office (RO) for further details.

Driving Licences

The minimum age for driving a car or motorcycle in Belgium is 18 years. A fully valid national driving licence issued by a NATO or EU state is valid for driving in Belgium. The RO issues a SHAPE driving permit upon presentation of a valid non-EU national driving permit and a SHAPE ID card.

Note also, that a military permit is only valid for military and civilian members (not for dependants), and that the SHAPE driving licence is only valid in Belgium.

Persons aged 16 years and older may operate a moped category A (not exceeding the speed of 25 kph) without a driving permit. Persons aged 16 years and older need a valid driving permit to operate a moped category B (not exceeding the speed of 45 kph).

Persons under the age of 18 years are not allowed to transport a passenger on a moped. The SFP/RO can inform you about obtaining a driving permit.

Formalities

When you import/transfer a vehicle into Belgium, the registration document must be in the name of the member who is employed at SHAPE. Vehicles registered in dependant's names should be changed prior to arrival in Belgium. Failure to do so will result in some inconvenience with the vehicle having to be transferred to the SHAPE member, and this will entail a *Controle Technique* inspection (CT) regardless of the vehicle's age. The RO will prepare the required customs documents. You may drive your vehicle for a short time with your national licence plates from the Belgian border to SHAPE.

Registration Documents

The original certificate of registration or the different parts, when applicable, have to be presented to the DIV representative in the Registration Office in order to obtain a registration in Belgium. Under no circumstances will photocopies be accepted.

Control Technique (CT)

Motor vehicles (motorbikes excluded) four years or older (taken from the date of first registration, wherever in the world) or operating on Liquid Petrol Gas (LPG) must pass *Controle Technique*, the Belgian Safety Inspection, before commencing the registration process. For full details of CT requirements refer to Control Technique article.

Note: Whenever a vehicle is sold or ownership transferred, a green CT certificate must be obtained regardless of the age of the vehicle.

Insurance

The vehicle must be insured against third party risk. Your insurance green card must be in your name and contain the following information:

- Full chassis number of your vehicle (please check before coming to the RO)
- Private address in Belgium or 7010 SHAPE, Belgium (an APO or BFPO or NAPO address is acceptable).
- Full policy number
- Valid for one year

Photocopies will not be accepted.

Purchasing a Vehicle on the Belgian Market

If you decide to buy a new or second-hand vehicle in Belgium, we advise you to visit the RO first. Staff will be able to provide you with all the necessary information and the required documents. This is important due to regulations governing the purchase of a tax free vehicle.

Road Tax

Road tax is not payable for your first vehicle as long as the vehicle is correctly regis-

tered. For the second and subsequent vehicles and motorcycles over 250 cc, road tax is payable at the appropriate rate, normally for 12 months. Road tax must also be paid on caravans, trailers, and motorcycles over 250 cc.

Full details on registration of caravans and trailers are available at the RO.

Sale of Vehicles

SHAPE members may sell their vehicle at any time during their tour of duty. Different regulations apply, depending on the circumstances. You should contact the RO before entering into any transaction, especially if the vehicle is less than 36 months old. In addition, *Controle Technique* must be passed before selling, except when selling to a recognised garage or car dealer.

Fuel Rations

A monthly tax-free fuel ration is granted on one vehicle only. The ration varies according to the engine size:

Less than 949 cc	125 litres
949 to 1749 cc	200 litres
over 1749 cc	400 litres

Further Advice

All regulations concerning the transfer/import/export, registration, purchase, sales, etc of vehicles are contained in SHAPE Directive 100-2. The RO may be contacted for any further advice concerning privately owned vehicles of SHAPE members on exts 5320/3310/5147.

Alterations to Licence Plates

The licence plates issued by the Belgian Road Traffic Directorate, Vehicle Registration Department at the RO meet mandatory Belgian standards regarding colour, size of lettering, dimensions of the plates, etc. SHAPE members must not, therefore, alter, deface, or change the plates in any way. In particular, the plates may not be cut or trimmed, even if this is done to enable the plates to be more snugly mounted in vehicle number plate recesses.

SHAPE members are advised that violation of this regulation may lead to prosecution by the Belgian authorities.

The plate bearing the raised seal, located at the upper left corner, must be attached at the rear of the vehicle.

VRO

◆ TRAFFIC REGULATIONS IN BELGIUM ◆

The international road sign system is used in Belgium. There is a general speed limit on all roads of 90 kph, except in built-up areas where the speed limit is 50 kph. On motorways and dual carriageways, separated by a central reservation or island, the speed is limited to 120 kph, except where otherwise indicated. Unless otherwise indicated, vehicles approaching from the right have the priority. This applies at all times including crossroads, T-junctions and roundabouts (circle).

Documentation

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

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

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

Major Traffic Offences

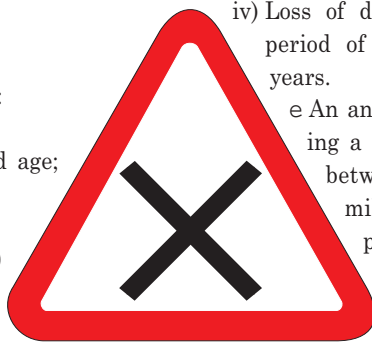
There are four types of offenses:

- a Common traffic offenses.
e.g. illegal parking; required age; place on the road.
- b Serious first degree offenses.
e.g. driving more than 10 kph over the speed limit, but less than 20 kph; losing control; overtaking on a railway crossing.
- c Serious second degree offenses.
e.g. driving more than 20 kph over the speed limit but less than 40 kph; endangering other users; crossing an unbroken white or orange line.
- d Serious third degree offenses.
e.g. driving more than 40 kph over the speed limit; overtaking on the right when prohibited; ignoring instructions given by authorised persons.

For more information, contact the SHAPE Federal Police.

Drinking and driving (see also SHAPE Directives 100-1)

- a Drinking and driving remains one of the major causes of serious traffic accidents. In 30% to 40% of fatal accidents, here in Belgium, alcohol is a factor.
- b Procedures pertaining to impaired driving on SHAPE will be dealt with by the Federal Police. The results of any subsequent positive analysis, or refusal to give a sample, will be reported to the appropriate national and international authorities. On conviction by a Host Nation Court, the driver will be fined and/or suspended from driving.
- c The prescribed limit in Belgium is 0.22 milligrams of alcohol per litre of exhaled air (equivalent to 0.50 milligrams of alcohol per litre of blood).
- d An analysis result of over 0.35 milligrams of alcohol per litre of exhaled air (or equivalent blood analysis), or refusal to give a sample is punishable by:
 - i) A fine of €1,000 to €10,000.
 - ii) Imprisonment for 15 days to six years.
 - iii) Immediate loss of driving licence.



- iv) Loss of driving licence for a period of eight days to five years.
- e An analysis result indicating a reading of between 0.22 and 0.35 milligrams of alcohol per litre of exhaled air (or equivalent blood analysis) could result in a driving suspension for three hours and a minimum fine of €125.

Crash Helmets

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

Bicycles

Bicycles must be permanently equipped with a white reflector at the front and a red reflector at the rear. When used between dusk and dawn, all bicycles must be equipped with a white or yellow, non-dazzling light at the front and a red light at the rear. White or yellow reflectors must be



fitted to the pedals and to the wheels. Bicycles must be equipped with a bell, capable of being heard at a distance of 20 metres. They must have sufficient effective brakes. (For full details of technical and safety requirements, contact the RO, Bldg 210, Rm 111.)

Speed limits

The speed limits in Belgium are:

- a Motorway (Autoroute):
Maximum 120 kph and minimum 70 kph.
- b Normal roads:
90 kph.
- c Built up areas:
50 kph.
The following traffic signs designate built up areas:
F1 at the beginning and F3 at the end.
- d Residential zones or 30 kph zones:
30 kph - see signs F4a and F12a.

Giving way to the right

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

Traffic Accidents

(see also SHAPE Directives 100-1)

All traffic accidents involving SHAPE members are to be reported to the International Police (IP) desk and SFP.

If the accident happens within the confines of SHAPE, let the IP and SFP know immediately. If it happens outside SHAPE, we are required to know as soon as possible and certainly within 24 hours of your return to SHAPE.

Laws regarding traffic accidents can be complex and you are advised to request police assistance at the scene. Also, if in the SHAPE district, you should request the International Police to be present. If the traffic accident involves a military vehicle, then the driver must report it to the relevant transportation authority. If the vehi-

Directions for Use of the Agreed Statement and Accident Report

What to do in case of an accident

Whatever the circumstances, remain calm and courteous.

If there are injuries:

- If the severity of the injuries justifies it, dial **100**, which alerts the hospital authorities and the police.
- Contact the police immediately (you are legally obligated to do so, even in those cases when it is not necessary to dial 100).
- Make a note of the name, address, and telephone number of any injured persons before they leave the scene (on the inside cover of the report form).

If there is damage to vehicles only

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

How to fill in the accident statement

At the scene of the accident:

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

(item 12) and to indicate the number of spaces so marked.

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

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

When you get home

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

Special notes

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

This form is approved by the European Insurance Committee (CEA). To be used for any motor vehicle accident.

Remember!

As soon as you receive a new form, put it in the glove compartment of your vehicle. No unauthorised reproduction may be made without the prior written approval of the CEA, holder of the copyright. Any alteration or amendment of the document without prior CEA authorisation may give rise to legal action.

Copyright 1972 by CEA
Edited by UPEA/BVVO

**Want to buy a car, learn French, sell furniture?
Try the SCL small ads: they never fail.**

◆ CONTROL TECHNIQUE ◆

If your vehicle is more than four years old from the date of the first registration (anywhere), it must pass a safety inspection, Control Technique (CT), before you are able to apply for SHAPE licence plates. All vehicles over four years old must pass CT annually, before the anniversary of the first registration. The basic requirements of CT are as follows:

Identity Plate

A metal plate showing details of make, model, and chassis number must be riveted or welded to an easily accessible place on the vehicle.

Lights

General Condition. Lights must conform to the minimum Belgian standards and must be maintained, and in proper working order. Exterior lights that are broken, missing, badly discoloured, or have rusty lenses or reflectors, are not considered to be in proper working order. It is forbidden to fit a car with lights other than the following:

- a) Front Side Lights. Two parking lights must be fitted to vehicles. These lights must be white if installed separately from the headlights.
- b) Headlights. Two correctly adjusted high and low beam headlights must be fitted. The light may be white or yellow, but both must be of the same colour. They must be used on dipped beam in the dark and in poor visibility during the day.
- c) Directional Signal Lights. Left and right signal lights must be fitted front and rear. The rear light must be orange or red and the front light must be white or orange.
- d) Tail Lamps. Two red tail lamps must be fitted.
- e) Stop Lights. Two red stop lamps must be fitted. An optional third stop light on the rear of the vehicle is permitted.
- f) Licence Plate Light. A lamp must be fitted to illuminate the rear licence plate and make it clearly visible at night up to a distance of 20 metres.
- g) Red Reflectors. Two red reflectors, of any shape except triangular, must be fitted at the rear of the vehicle.
- h) Light and Reflectors. Under no circumstance may a vehicle have red lights, reflecting devices, or materials facing forwards or white or selective yellow lights, reflecting devices or materials facing backwards. (This provision does not apply to the use of

white or selective yellow reversing lights or to the rear number plate light(s) or the number plates themselves).

- i) Rear Fog Lights. One or two rear fog lights must be installed.

Optional Lights

- a) Front Fog Lamps. Two white or yellow fog lamps may be fitted on the front of the vehicle for use in fog, falling snow, or heavy rain only.
- b) Spotlights. One spotlight may be fitted on the front of the vehicle. It must not be directed so as to dazzle oncoming drivers. Spotlights may only be used when absolutely necessary.
- c) Reversing Lights. One or two reversing lights may be fitted at the rear of the vehicle. They must be wired so that they can only work when reverse gear is engaged.

Seat Belts

- a) Vehicles put into use after 15 June 1968 must have seat belts fitted for the driver and all passengers. The seat belts must be used at all times.
- b) The following are exempt from wearing seat belts:
 - (i) Drivers who are reversing.
 - (ii) Drivers whose height is less than 1.50 metres.
 - (iii) Drivers and passengers who, for serious medical conditions, are in possession of an exemption form issued by the Minister of Transport.
- c) Children three years old and under must be secured in an approved seat/restraint system adapted for their size and weight.
- d) Children three years old but less than 12 years must be secured in an approved seat/restraint system adapted for their size and weight or wear a seat belt.

Brakes

The vehicle must have two independent braking systems (stopping brake and parking brake). If interconnected, they must be so constructed that the failure of one will not affect the effectiveness of the other. They must be able to bring the car to a smooth stop with no evidence of side pull.

Tyres

The tyres of all vehicles capable of exceeding 25 kph must be in good condition and must show a tread depth of at least 1.6 mm over the whole width and circumference of the tyre. Tyres fitted on the same axle

must be of the same tread pattern. When radial tyres are fitted to the front of the vehicle, radial tyres must be fitted at the rear. Retreaded and studded tyres are not permitted. The tyres must not protrude beyond the line of the vehicle body. Tyres need to match the category of the vehicle and adapted to the way the vehicle is constructed.

Shock Absorbers

The shock absorbers must be effective and show no signs of leakage or excessive wear.

Speedometer

The speedometer must be working and marked in kilometres.

Windscreen and Windscreen Wipers

The windscreen must not be badly scratched or damaged. The wipers must be efficient and capable of operating without the constant intervention of the driver.

Windscreen and Windows

The windscreen and other windows of the vehicle are to be laminated or tempered, inalterable, clear, transparent, and not susceptible to producing cutting edges when broken. Transparency must be equal on both inside and outside. Adhesive film may not be placed on windows required for the driver's field of vision (windscreen, front side windows, and the rear window if the vehicle is not fitted with external mirrors on both left and right sides). An adhesive film may be placed on the other windows provided that it is non-reflecting. A tinted strip may be placed on the other windows provided that it is non-reflecting. A tinted strip may be placed at the top of the windscreen provided that it is non-reflecting.

Ornaments/Damages

It is forbidden to fit ornaments to the exterior of the car or to drive a car with damage, which could render injuries more severe.

Fire Extinguisher

An approved fire extinguisher must be within easy access of the driver. It must not have passed the validity date and must be securely attached to the vehicle.

First Aid Kit

An approved first aid kit must be carried at all times (bearing the Belgian Standard Trade Mark).

Warning Triangle

An approved warning triangle must be carried at all times.

Belgian Traffic Sign Orientation

WARNING SIGNS

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



A1
Dangerous bend to right



Dangerous bend to left



Double bend or more than two bends in succession



A3
Steep hill downwards



A5
Steep hill upwards



A7
Carriageway narrows



A11
Road leads onto a quay or river bank



A13
Uneven road



A14
Hump(s) (sleeping policeman)



A15
Slippery road



A17
Loose chippings



A19
Falling rocks



A21
Pedestrian crossing



A23
Children crossing



A27
Wild animals



A25
Watch for cyclists



A31
Road works



A33
Traffic signals



A35
Low-flying aircraft or sudden aircraft noise



A37
Cross wind



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



A41
Level crossing with barrier or gate ahead

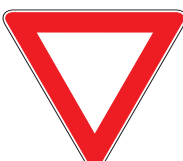


A49
Road shares space with one or more tracks



A51
Danger not indicated by any special symbol

PRIORITY SIGNS



B1
You MUST give way



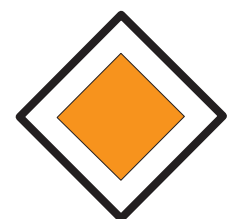
B3
Distance to B1 'Give way' sign ahead



B5
You MUST stop and give way



B7
Distance to B5 'Give way' sign ahead



B9
Priority road

PRIORITY SIGNS



B11
End of priority road



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



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



B17
Junction where the priority from the right is applicable



B19
Narrow passage. Give priority to vehicles from opposite direction



B21.
Narrow passage.
Priority over oncoming traffic

PROHIBITION SIGNS

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



C1
No entry for all drivers



C3
Closed to all vehicles in both directions



C5
No entry for motor vehicles with more than two wheels



C7
No entry for motorcycles



C9
No mopeds



C11
No entry for cycles



C15
No horse riding



C19
No pedestrians



C21
No vehicles including load over weight



C23
No entry for goods vehicles



C24
No entry for vehicles carrying dangerous goods



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



C27
No entry for vehicles of which the width, including load, exceeds the width shown



C29
No entry for vehicles of which the height, load included, exceeds the height shown



C31
No left turn



C31
No right turn



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



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



C37
End of restriction imposed by traffic sign C35



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



C41
End of restriction imposed by traffic sign C39

PROHIBITION SIGNS



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



C45
End of restriction imposed by traffic sign C43



C46
End of restriction imposed on vehicles



C47
Customs Office. Passing without stopping is forbidden. On the Belgian-German border, this sign is accompanied by the word 'Zoll'. This sign may be replaced by the word 'Taxes'

MANDATORY SIGNS

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



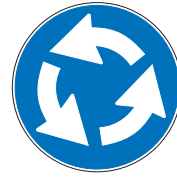
D1
Follow the direction indicated by the arrow



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



D3
Follow one of the directions indicated by the arrows



D5
Compulsory roundabout



D7
Compulsory cycle path



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



D10
Part of street reserved for cyclists and pedestrians



D11
Pedestrians only



D13
Horses and riders only

STOPPING AND PARKING RESTRICTIONS

Traffic signs forbidding parking and waiting.



E1
No parking



E3
Waiting and parking forbidden



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



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



E9a
Parking allowed



E9b
Parking exclusively for private motorcars



E9e
Parking on footpath or verge compulsory



E9f
Parking partly on footpath or verge compulsory



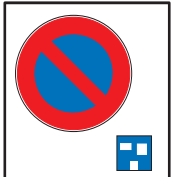
E9g
Parking on the road compulsory



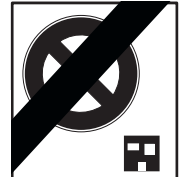
Additional panel with this symbol indicates that parking is reserved for vehicles used by disabled persons



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



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



E15
End of zone with limited parking time

INFORMATION SIGNS



F1a
Beginning of built-up area



F3a
End of built-up area



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



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



F5
Beginning of a motorway or slip road



E7
End of a motorway



E9
Motor-vehicle road



F11
End of motor-vehicle road



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



F12b
End of a residential area



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



F14
Indicates zone for cyclists and motorcyclists



F15
Traffic sign indicating you must choose a direction



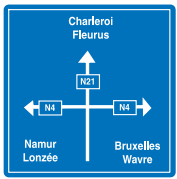
F17
Traffic lanes of which one is a bus lane



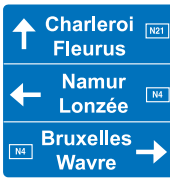
F19
Public highway with one-way traffic



F23c
Number of an international road



F25
Advance direction sign



F27
Advance direction sign



F39
Advance direction sign indicating there is a diversion ahead



F41
Direction sign, diversion route



F43
Local sign



F45
No-through road



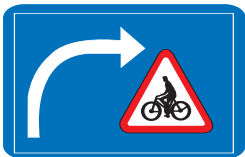
E47
End of roadworks



E49
Pedestrian crossing



F50
Cyclist and motorcyclist crossing



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



F51
Underpass or overhead crossing point for pedestrians



F53
Hospital or clinic ahead



F55
First aid point



F59
Car park ahead



F61
Telephone



F63
Petrol station



F65
Hotel or motel



F67
Restaurant



F69
Refreshments



F71/F73
Camping or caravan site

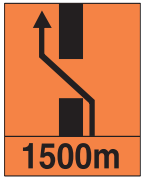


F79
Advance direction sign indicating a reduction in the number of traffic lanes

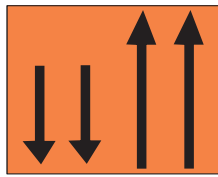


F81
Advance direction sign indicating there is a diversion ahead

INFORMATION SIGNS



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



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



F87
Hump (Sleeping policeman)



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

Belgian Weather Signs

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

Each letter has the following meaning:

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

VRO

SHAPE Community Police

We at the SHAPE Traffic and Community Police section would like to take this opportunity to welcome you to SHAPE. As part of the Provost Marshal's Office, the Community Police Station began operation in March 1995 to serve the International Community and all organisations within SHAPE. In 2001, the SHAPE Community Police became a part of the Provost Marshal Traffic Section.

Our main office is located in Bldg 102, Rm 122 (close to the SHAPE International Police Desk) and is open Monday to Friday, from 0800 to 1700 hours, and Saturday, from 1000 to 1500 hours. Another office is located in the SHAPE shopping area at the corner between the Book Store and the UK Post Office. This office is manned Monday to Friday, from 1230 to 1300 hours and from 1630 to 1700 hours, and on Saturday, from 1200 to 1230 hours. You may also contact the Traffic Police by calling on ext 3352 or the Community Police on ext 5138 (Bldg 102) or on ext 5353 (Bldg 504).

We are responsible for acting as an effective and professional interface between the SHAPE Community and the SHAPE

International Police. We are available to take part in community-related activities, help with inquiries concerning lost and found property, and to answer questions concerning police operations at SHAPE. We will assist and support you in any way we can. We work in close co-operation with the International Special Investigation Section (ISIS), the SHAPE Federal Police (SFP), the SHAPE International School (SIS), the SHAPE School Bus Section, and many other organisations within the SHAPE Domain. If you have any questions or if we can be of any assistance, please call our office.

Although we have the authority to enforce the law, our priority is crime prevention, road safety, and community assistance. Inform us about unsecure or dangerous situations so as to enable us to improve your and your family's security. If you become aware of any problems with the neighbourhood or the school, please contact us before a situations runs out of control.

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

Your Community Police

Translation of both Dutch and French Names

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

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

Frequently Dialed Numbers

SHAPE Medical Centre

Reception/Appointments/Urgent care	5886
Belgian/Dutch Clinics	5828
German Clinic	5826
United Kingdom Clinic	5824
American Clinic	5821

Emergency Telephone Numbers on SHAPE

Gendarmerie	3334
SHAPE International Police	3333
British Duty Staff	4960
German Duty Staff	4846
US Army Element Duty Officer	5303/5422

SHAPE International School

General Director	5744
Belgian Elementary School	5726
Belgian Secondary School	5707
Canadian Section	5708
German Section	5985
Italian Section	5704
Kindergarten	5711
Norwegian Section	5723
United Kingdom Section	5713
	5283

United States Elementary Section	5718
United States High School Section	5715

National Military Representatives (NMR) At SHAPE

EACOS NMR	4002
Belgium	4222
Canada	4021
Czech Republic	2471
Denmark	4022
Germany	4127
Greece	4255
Hungary	4945
Italy	4033
Luxembourg	2952
Netherlands	3588
Norway	4028
Poland	3086
Portugal	3427
Spain	4348
Turkey	4771
United Kingdom	4129/4229
United States	4032/4132
French Military Mission	7570

Compiled November 2004

SHAPE Opening Hours

FACILITY	OPENING HOURS	CLOSED	TELEPHONE
Barber's Shop (Main Bldg)	Mon to Fri 0900 to 1700	Sat and Sun	065/44.54.98
Barber's Shop (Shopping Centre)	Mon 1000 to 1700, Tue to Fri 0900 to 1800, Sat 0900 to 1700	Sun	065/44.26.14
(BBL) Travel/AMEX	Mon to Thu 0900 to 1700, Fri 0900 to 1600	Sat and Sun	065/33.89.95
Book Store (Main Bldg)	Mon to Thu 0730 to 1700, Fri 0730 to 1600	Sat and Sun	065/31.10.02
Book Store (Near Carrefour/GB)	Mon to Fri 1000 to 1800, Sat 1000 to 1730, Sun and SHAPE holidays 1000 to 1300		065/31.17.74
Flower Shop	Tue to Thu 0930 to 1800, Fri 1000 to 1800, Sat 0930 to 1730	Sun and Mon	065/31.15.16
Fortis Bank (Near Carrefour/GB)	ATM only, always open		
Fortis Bank (Main Bldg)	Mon to Fri 0845 to 1600	Sat and Sun	065/44.54.63
Green Gym	Mon to Fri 0630 to 2100, Sat, Sun, and SHAPE holidays 1000 to 1600		065/44.51.56
GB/Carrefour Main Store	Mon to Thu 1000 to 1830, Fri 1000 to 1900, Sat 0915 to 1730	Sun	065/32.85.59
GB/Carrefour Home Centre	Mon to Fri 1000 to 1830, Sat 0915 to 1730	Sun	065/32.85.62
Hair Salon (Near Carrefour/GB)	Tue to Sat 0900 to 1800	Sun and Mon	065/44.59.83
Library	Mon, Tue, Wed 1000 to 2000, Thu, Fri, Sat 1000 to 1800	Sun	065/44.56.31
Main Gym	Mon to Fri 0630 to 2100, Sat, Sun, and SHAPE holidays 1000 to 1600		065/44.44.05
Moderna Dry Cleaning Shop	Tue to Fri 1000 to 1800, Sat 1000 to 1700	Sun and Mon	065/35.47.29
Laundry	Tue to Fri 0730 to 1800, Sat 0730 to 1600	Sun and Mon	
Optician (Near Carrefour/GB)	Tue to Fri 1000 to 1800, Sat 1000 to 1600	Sun and Mon	065/44.56.21
Petrol Coupon Sales (Main Bldg)	Tue to Thu 0930 to 1245, and 1400 to 1630, Fri to 1530	Sat, Sun and Mon	065/44.33.55
Petrol Station (Fina SHAPE)	Tue to Fri 0830 to 1800, Sat 0900 to 1300 Automated fuel pumps - 24 hours/day	Sun and Mon	065/32.83.00
Pizza Bowl Bar and Lanes	Mon to Thu 1100 to 2300, Fri and Sat 1100 to 0100, Sun 1200 to 2300		065/44.56.97
Pizza Bowl Snack Bar	Mon to Fri 0800 to 2130, Sat and Sun 0830 to 2130		065/44.56.97
Post Office (Belgian, near GB)	Mon 1430 to 1830, Tue to Fri 0900 to 1130, 1200 to 1500	Sat and Sun	065/44.56.25
Post Office (Belgian, Main Bldg)	Mon to Fri 0900 to 1230 and 1400 to 1700	Sat and Sun	065/44.55.26
Post Office (British, near GB)	Tue to Fri 0930 to 1230 and 1300 to 1630, Sat 1000 to 1200	Sun and Mon	065/44.56.20
Post Office (British, Main Bldg)	Mon to Fri 0830 to 1200 and 1230 to 1600	Sat and Sun	065/44.35.26
Post Office (Canadian, Main Bldg)	Mon to Thu 0800 to 1200 and 1300 to 1630, Fri 0800 to 1200 and 1300 to 1530	Sat and Sun	065/44.43.95
Post Office (US)	Mon to Fri 0900 to 1600	Sat, Sun and US Federal holidays	065/44.51.64
Mail Room (US)	Mon to Fri 0845 to 1000 and 1230 to 1745	Sat and Sun	065/44.49.18
Rationed Items Store	Tue to Fri 1200 to 1800, Sat 1130 to 1730	Sun and Mon	065/44.56.28
Rendez Vous	Mon to Fri 0900 to 1800, Sat 0900 to 1730	Sun	065/44.52.20
Recycling Centre	Mon to Thu 1000 to 1250 and 1330 to 1750, Fri 1000 to 1250 and 1330 to 1650	Sat and Sun	065/44.48.73
Sports Shop (Near Carrefour/GB)	Tue to Fri 1100 to 1800, Sat 1030 to 1730	Sun and Mon	065/44.56.22
Swimming Pool	Mon to Fri 0630 to 2000, Sat and Sun 1100 to 1730		065/44.55.83
Tailor's Shop	Tue to Fri 1100 to 1800, Sat 1000 to 1600	Sun and Mon	065/44.56.27

**Buckle up
in front
and back
seats**

The SHAPE Installation Clubs

In an international environment such as SHAPE, the SHAPE Installation Clubs Section (SICS) strives to maintain a tasty and affordable balance between quality and multinational acceptability. SICS's goal is to make customers feel comfortable and welcome in a friendly and relaxed atmosphere. Accordingly, we operate clubs, messes, and cafeterias in order to cater to the diversity of individual backgrounds and tastes. Included in the SHAPE Installation Clubs Section is the SHAPE Officers' Club (SOC), the International Community Club (IC Club), the Headquarters' Cafeteria, and the Continental Mess. Apart from our cuisine, the SICS offers a wide variety of entertainment to Shapians, such as musical specials, happy hours, dances, and parties for special occasions (birthdays, wedding receptions, etc).

Catering services are provided for both private and official func-



The International Community Club

tions. Luncheons, special get-togethers, and coffee mornings are also available in any of the clubs on a regular basis.

Look in the SHAPE Community Life magazine for the Clubs' current advertisements and announcements.

The SHAPE Officers' Club (SOC), located in Bldg 903, is open to all officers, non-commissioned officers (for lunch and special events), civilian equivalents assigned to SHAPE, and their dependants. The SOC provides a large variety of entertainment ranging from casual lunches to formal dining, special exhibitions, darts evenings, and steak nights. The staff at the SOC are always available and willing to offer advice with regard to parties or large receptions.



The Continental Mess



Officers' Club Dining Room

The International Community Club (IC Club) is located in Bldg 303, and is open to all Shapians and their guests. The IC Club offers something for everyone, from a cold drink in the bar, to a private function, or special events, such as discos.

The Headquarters' Cafeteria is located in the Main Building (Bldg 102). The cafeteria offers a large variety of food, ranging from sandwiches, to hot full-course meals, and a large salad bar. Call in for a cup of coffee, enjoy a good breakfast, have lunch with colleagues, or try one of the best cappuccinos around in a friendly and relaxed atmosphere.

The cafeteria is open Monday to Thursday from 0730 to 1700 hours, and on Fridays from 0730 to 1530 hours.



The Headquarters' Cafeteria

The Continental Mess is located in Bldg 311, and is open to all other ranks (ORs) and their dependants. The mess is also open to B grade civilians (B4 and below) and local wage scale civilians (LWS). The dining facility offers breakfast, lunch, and dinner every weekday plus weekends. The food is served at a reasonable price and is of a high quality, including regional specials and full-course meals. Please take advantage of our many offers.

Yannick Vandenberghe

For more information, please call:
 SHAPE Officers' Club, ext 4133
 International Community Club, ext 5129
 Headquarters' Cafeteria, ext 5114
 Continental Mess, ext 4741

SHAPE Sports Shop

The SHAPE Sports Shop, located in the Shopping Centre, is a revenue-producing SHAPE activity, the profits from which are distributed amongst various SHAPE activities.

The SHAPE Sports Shop provides the SHAPE community and activities with quality sports equipment and leisure wear, as well as plaques, trophies, and an engraving service at the best possible prices, all tax free!

We have a large variety of articles in stock, from balls to fitness equipment. We also have specific sales areas, such as the Lacoste corner, the presentation corner, the tennis corner, and the golf centre.

A very large selection of SHAPE articles, such as t-shirts, sweatshirts, caps, pins, mugs, cups, plaques, and much more are available.



Major brand names such as Lacoste, Nike, Adidas, Umbro, and Paul & Shark are also in stock.

Samsonite luggage can be purchased at special prices, and orders for models which are not in stock can also be placed.

We at the SHAPE Sports Shop try to satisfy each individual customer and endeavour to give the best possible service. We are here to serve you. Your advice and comments are always appreciated.

Support your SHAPE Sports Shop, so that we can support SHAPE activities.

For more information, please phone on ext 5622.

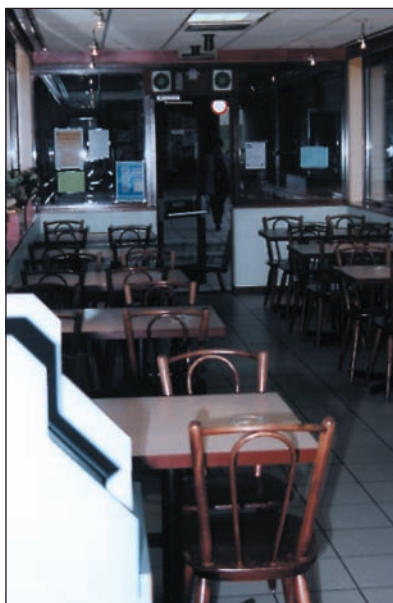
Hours of Operation

Tuesday to Friday 1100 to 1800 hours
 Saturday 1030 to 1730 hours
 Closed Sunday, Monday and SHAPE holidays

Rendez Vous

Would you like to have a light snack or sandwich? Then the Rendez Vous is the right place for you. It is located in the Shopping Centre, next to the GB Store. Here you will find sandwiches, soft drinks, or a beer for your enjoyment.

For additional information, call us on ext 5220.



Rendez Vous

Hours of Operation

Monday to Friday 0900 to 1800 hours
 Saturday 0900 to 1730 hours
 Closed Sunday and SHAPE holidays

The SHAPE Inn

Since the arrival of SHAPE at Casteau, the SHAPE Inn, built in 1967 to house unaccompanied Allied Officers, has come a long way. Over the years, many improvements have been made to enable the Inn to meet the needs of the entire SHAPE Officers' community. Permanent residents and officers, arriving and departing with their dependants or on temporary duty, are offered excellent accommodations, in a safe and pleasant environment, at the lowest rates available in the area.

Located in Bldgs 902 and 904, with a total of 93 rooms, the Inn is ideally placed, close to Headquarters, the SHAPE Officers' Club, and the Shopping/Recreation areas.

If you desire good accommodations at reasonable rates, reservations for newcomers or TDY personnel, then the Inn is at your service.

For more information, please phone on ext 4385 or 5323.



Hours of Operation

Monday to Thursday 0830 to 1300 hours
 and 1400 to 1700 hours
 Friday 0830 to 1200 hours and
 1300 to 1500 hours
 Closed Saturday,
 Sunday and SHAPE holidays

When you advertise in the
SHAPE COMMUNITY LIFE MAGAZINE

You reach 15,000 people! Try it!

It never fails! Call ext 4939.

We will be pleased to help you.

Attention All Newcomers! LAB is here to help!

What is the LAB programme?

Well, it stands for Learning About Belgium and it is a newcomers' orientation programme that was created by Laurie A Bach in 1991 to help ALL SHAPE and PFP personnel (regardless of rank, nationality, or sex) and their adult family members, settle in more easily and quickly to their new assignment here.

When and where is it offered?

It is offered FREE of charge (refreshments and transportation provided) at the International Community Club (IC Club) eight times a year on a Monday, Tuesday, and Thursday morning, from 0900 to 1300 hours each day.

What is the programme format?

Day one takes place entirely at the IC Club starting off with refreshments and introductions followed by a discussion of the background of Belgium (its history, monarchy, religions, political parties, languages, etc). The second half of the morning covers practical things such as the telephone system, utilities, driving, medical facilities, and taxes.

Day two consists of a practical field trip into downtown Mons (transportation provided). This gives everyone the chance to learn about the public transport system (buses and trains), parking machines, bankcards, and also a little about the history of



Mons. The morning includes a café break to discuss social customs (both of Belgium and SHAPE), basic shopping, food in Belgium, tipping, and a quick stop at the Collégiale of St Waudru.

Day three opens with a discussion of adapting to your new culture, then moves on to housing tips, communal laws, local household products, and more. To end the programme, the Mayor of Mons invites the group to a reception held in the beautiful Wedding Room at the Town Hall of Mons. Course certificates are also presented at this time.

What will I come away with?

You will take with you a head full of all sorts of useful information that will make your transition here a lot easier. You will also receive a booklet containing 35 different handouts of useful information, and a certificate (if you complete the course!).

How do I sign up?

Call on SHAPE ext 4269 or on a civilian telephone 065/44.42.69 to find out when the next class will take place and to reserve your place. Attendance on all three mornings is not mandatory, but highly recommended. In addition, although the course is offered in English, Laurie can also answer any of your questions in French (and even some in Italian!).

THE RATIONED ITEMS STORE

The Rationed Items Store (RIS) is a revenue-producing activity, whose net profits are distributed amongst various activities at SHAPE. The purpose is to provide the SHAPE community with spirits, wines, and cigarettes. These items are sold duty-free, meaning customers do not have to pay the customs duties or taxes, which are normally imposed on alcohol and tobacco products. As a result, the RIS prices are usually lower than the prices for similar items on the domestic market.

The RIS is located in Bldg 506 in the Shopping Centre. The store includes a warehouse, administration/manager's office, and a large store, offering the customer a wide range of goods.

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

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

The RIS means quality at reasonable prices. It is a modern organisation, which is constantly evolving, and has a team of competent and devoted staff, whose desire is to provide the SHAPE community with irreproachable,

quality service.

For additional information, please call on ext 5628.

Hours of Operation

Tuesday to Friday 1200 to 1800 hours

Saturday 1130 to 1730 hours

Closed Sunday, Monday and SHAPE holidays



Community Recreation SHAPE Trips and Tours

Book early, as these trips sell very quickly!

For information and reservations, please phone or come to Bldg 307, Community Activity Centre.

Phone 065/44.38.84 or fax 065/84.51.54.



If you want to visit new and exciting places without the hassle of driving and planning, then check us out at Trips and Tours. We offer affordable family trips and tours (usually by coach) throughout Europe. Most of our destinations are within easy reach of popular places such as Paris, Canterbury, Amsterdam, and London. We organise overnight trips and week-long excursions to areas such as southern France, Spain, Ireland, Russia, Italy, and more. Our trips are varied to try to meet the desires of many different people. There are *transportation only* trips, where we get you to a destination and your time is yours to explore at will; we take family trips to theme parks; shopping trips; trips that include guided tours of castles, museums, or factories; there are winetasting trips; and more.



Our trips are advertised in SHAPE Community Life magazine, the Headquarters Support Group Morale and Welfare Newsletter *Tidings*, AFN television and radio, and by means of posters and flyers; or you can check us out online at www.shapeonline.net (click on travel, then Trips and Tours). For more information on our trips, call on ext 3884, or come by our Trips and Tours office in the Community Activity Centre, Bldg 307, between 1000 and 1600 hours to reserve your trips. Trips are open to all SHAPE/NATO ID cardholders and their authorised guests. For your convenience, VISA, Mastercard, and Bancontact are accepted as payment; and now you can charge your reservations to your credit card over the telephone. Get up and go with SHAPE Trips and Tours and **see all that you can see.**

SHAPE International Library

Make your first stop in SHAPE the International Library. We offer a wide selection of materials for leisure reading, as well as for educational needs, in the NATO languages. We also have music CDs, audiocassettes, videocassettes in PAL and NTSC formats, talking books, and language tapes. So, if you want to relax with a novel, learn a new language, listen to music, or watch a video, you will find something for all ages and tastes. Members can also browse through a range of daily international newspapers and a large selection of popular magazines from most countries. We also have a photocopy machine for which there is a charge of €0.15 per copy. A unique feature is the Library Gallery, where local artists display their artwork. The displays generally rotate monthly and give you another reason to visit the library. These displays stimulate cultural exchange and enhance the ambiance of our facility. If you are an artist and wish to display your work, please contact Violeta Gobert on ext (DSN 423) 5630.



In the reference area, you will find a quiet place to study, and there are books on various subjects for your research requirements. There are computers with access to on-line periodical databases that provide full-text documents and citations to articles. Should you wish to work on your own laptop computer, there are study

tables near electrical outlets. We also have access to OCLC FirstSearch. A reference librarian is available to assist you in locating resource materials for term papers and other assignments. We have a very strong inter-library loan programme, enabling you to borrow resources not available in our library. You may request a tour of the reference area, briefings on reference services, and how to do research on the Internet.

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

As you can see, there are many reasons for you to visit us, so come and join the library now. Membership entitles you to check out library materials, use the computer workstations, and other library services. Membership is open to all SHAPE ID cardholders and their family members (one membership per family). The library staff is always available and will be happy to assist you in finding a particular book, provide reference assistance, or give you a tour of the library.

The library is located in the Community Activity Centre, Bldg 307, and can be contacted on ext (DSN 423) 5631 or 065/44.56.31.

CHILD DEVELOPMENT SERVICES

Young children are the future of our society and SHAPE Child Development Services (CDS) strives daily to enhance children's early life experiences, through a variety of programmes, which meet the needs of the SHAPE community. Services for children began at SHAPE in 1987 by providing drop-in services in a 'creche' type environment. Since 1987, an evolution of theory and practice of early childhood development has taken place in the care of young children. SHAPE has remained on the cutting edge of these developments, and in 1992 assimilated into CDS. Since 1992, CDS has continued to develop several different child-care options for SHAPE members, which include the Child Development Centre (CDC), CDC Satellite Homes, and Supplemental Programmes and Services (SPS). Throughout the transition from 'creche' to Child Development Services, CDS has not lost sight of what is most important: **the child.**

If a child were to be asked what he/she does at the SHAPE International Child Development Centre, the answer would include playing and having fun. The primary goal of the centre is to provide children with learning experiences that promote their social, emotional, cognitive, and physical growth. The centre accomplishes this daily, as it serves the needs of 115 children, with a total of 300 registered users.

The CDC has received accreditation from the National Association for the Education of Young Children. It is also certified by the US Army European Major Command. The CDC operates four complete programmes that include full-day, part-day preschool, part-day before and after international pre-school, and hourly care for children ranging in age from six weeks to six years. From 0730 to 1830 hours, the centre primarily serves the needs of the active duty military and civilian personnel from all NATO nations. During these hours the children are nurtured in an environment filled with opportunities to explore and learn about the world around them.

The 65 caregivers and support staff, who facilitate this learning experience, are aware of the multicultural diversity of the SHAPE community, and receive ongoing training through a series of professional development classes, which focus on child growth and development. In addition, they all receive training in cardio-pul-

monary resuscitation (CPR), first aid, fire safety, and preventative medicine techniques. One common requirement for all staff is that they are able to speak English, the official language of the CDC, but they are encouraged to bring aspects of their own country, which enhance the cultural richness of the centre.

The SHAPE CDC promotes the idea of learning through play, which is based on the Creative Curriculum, the curriculum that the CDC utilises.

This curriculum follows the children's interests and natural curiosity to enhance their learning through classroom areas. It revolves around the philosophy that children's play is their work. This is also emphasised in the Satellite Home environment, where infants can start care as early

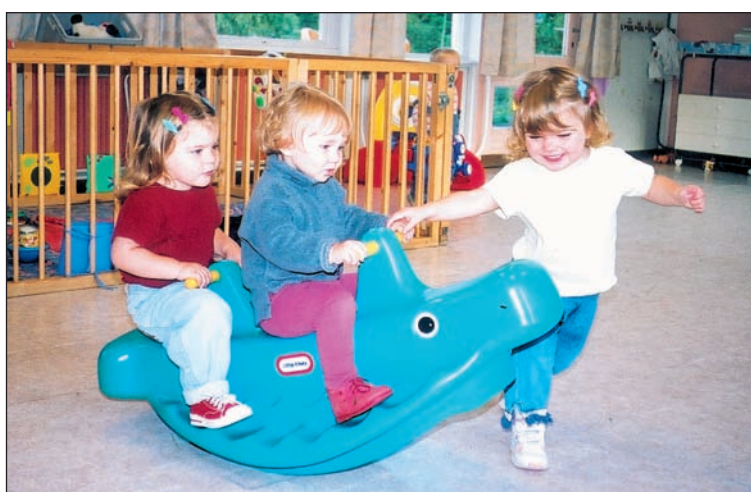


as four weeks of age.

Child and Youth Services (CYS), offered by CDS, does not actually provide care for children, but without this service both the CDC and the Satellite Homes would fall short in the programmes they provide. Through this programme, all CDS patrons must register their children, complete all the required documents, and schedule a pre-enrolment orientation. This service is called Central Registration and is located in Bldg 209, opposite International Housing.

CYS Central Registration maintains all current programme information as well as having done an exemplary job of eliminating the waiting list. Patrons are now assured availability in whatever programme they may need.

Through the eyes of children, the CDC and Satellite Home programmes are seen as places which welcome them each day, have lots of fun things to do, and serve yummy and nutritious meals. To the rest of those involved in the centre, Satellite Homes, and supplemental programmes, they are professional environments, thriving businesses, and rewarding places to work and serve the needs of families and children. Take the time to visit all of the CDS programmes



and discover for yourself what CDS is all about.

For more information about any of the CDS programmes, contact Central Registration on 065/44.43.28 or on ext 4328, or for specific programmes, contact CDC/Satellite Homes on ext 5617 or 5618. To register children at the centre, call the Central Registration Office on ext 4328.

YOUTH SERVICES

Youth Services offers a diversified schedule of developmental, recreational, and sports programmes, during out-of-school hours, for the international youth in the SHAPE community. Dependents of SHAPE ID cardholders who are between the ages of 6 and 19 years are eligible to take part in Youth Services (YS) programmes. Limited programmes are also available for those aged 3 to 5 years. An annual registration fee of €16 is a prerequisite for all YS programmes.

For additional information regarding our programmes, please call on ext 5613.

Youth Services is an affiliate member of Boys and Girls Clubs of America and 4-H.

Youth Sponsorship

This programme is designed to assist and welcome young newcomers to the SHAPE community. You may request a sponsor for your child at Youth Services before or after your arrival at SHAPE. Before you arrive, you may also request a copy of our video (available in many languages), which will introduce you to our international community, and the many activities available to our young people. If there is sufficient time, your child may also be assigned a sponsor who can answer any questions about the SHAPE installation. After your arrival, your child will meet his/her sponsor, receive an invitation to the Newcomers' Club, and be provided with various coupons for free services within the community. Should you arrive during the summer months, there are a variety of activities planned for newcomers and sponsors. For additional information, please phone Youth Services on 065/44.56.13 or email gwen.whitney@benelux.army.mil.



Tween and Teen Centres

Youth Services, comprised of the Tween and Teen Centres, is located in Bldg 503, near the shopping area at SHAPE. These centres offer activities after school and on weekends for CYS registered youths in grades 6 to 12; approximate ages, 12 to 18 years. Activities include scheduled dances, lock-ins, movies, Newcomers' Club, Keystone and Torch Clubs, a computer lab, homework assistance, and a variety of self-directed activities. While Tween and Teen Centre activities are free of charge, a small fee may be asked for specific programmes. More information is available by calling 065/44.56.13.

School Break Camps

These all-day programmes are offered during the school holidays for Tweens. They provide an alternative to staying at home while parents are away at work. The camps include recreational and learning activities, with sports camps and weekend outings often scheduled for the Teens.

Snack Bar

Our snack bar is located in Bldg 503, between the Tween and Teen Centres, and is open for CYS members at school lunch periods and after school. Hamburgers, hot dogs, frites (French fries), nachos, ice cream, fried cheese, chicken nuggets, soft drinks, and various other items are available. A snack bar pre-paid card is available for meal purchases. A healthy snack is offered daily during the school year at no charge.

Computer Lab

The Youth Centre and the School Age Services Centre each have an exciting computer lab, equipped with the latest technology in computer software. Scanners and digital cameras are also available for use. The purpose of the computer lab is to help youths increase their computer literacy skills, improve the presentation of their homework, and learn how to use the Internet and World Wide Web.

Instructional Classes

A well-developed programme of classes includes ballet, tap dancing, gymnastics, piano, guitar, French, swimming, and Tae-kwon-do. Prices vary.

Youth Sports

A developmental sports programme that provides an opportunity for youths, ages 6 to 15 years, to play spring and autumn soccer (European football), flag football (American football), basketball, cheerleading, baseball, and girl's softball. Special sports clinics are also offered throughout the year. Head coaches receive tuition advantages for their own children.

Youth Sports Calendar

Baseball and Girl's Softball: Register in February. Leagues include Tee Ball (ages 5 to 6), Coach Pitch (ages 7 to 8), Minor League (ages 9 to 10), Major League (ages 11 to 12), Senior League (ages 13 to 15), and Girl's Softball (ages 9 to 15).
 Spring Soccer: Register in February. Leagues include Pee Wee (ages 6 to 8), Intermediate (ages 9 to 12), and Senior (ages 13 to 15).
 Soccer Camp: Register in June for this three-day camp conducted during the summer.
 Autumn Soccer: Register in August. Leagues include Pee Wee (ages 6 to 8), Intermediate (ages 9 to 12), and Senior (ages 13 to 15).
 Flag Football: Register in July and August. Leagues include Intermediate (ages 9 to 12) and Senior (ages 13 to 15).
 Basketball: Register in November. Leagues include Pee Wee (ages 6 to 8), Intermediate (ages 9 to 10), Junior (ages 11 to 12), Senior Boys (ages 13 to 15), and Senior Girls (ages 12 to 15).
 Please note that age groups and dates are subject to change. Telephone Youth Services for additional information. A current health assessment and immunisation record, together with CYS membership, are required for registration.

Continued on page 51

Visit our website: www.shapeonline.net

YOUTH SERVICES

Continued from page 50

Cultural Events

These innovative programmes help youths and their families to meet and learn from our international friends in the SHAPE community. A full range of activities for all ages encourages a multi-national exchange of fun and friendship. If you have an interest in working in an international environment and/or sharing your culture with others, we are looking for volunteers of all nationalities.

Child and Youth Services (CYS) Central Registration Office

If you have children between the ages of 4 weeks and 19 years of age, the SHAPE Child and Youth Services Central Registration Office, located in Bldg 209, should be your first stop upon arrival in the area. The staff is well-versed on a variety of child and youth activities in the SHAPE community. You can become acquainted with childcare opportunities at the new and beautiful Child Development Centre, the programmes that operate in military housing near the installation (Family Child Care), and the School Age Services programme, catering to children in school, but needing services before and after school and on school holidays.

It is at the Central Registration Office that you are able to register not only for childcare, the Middle School, and the Teen Programmes of Youth Services, but also for the many sports opportunities available at the installation, including soccer and soccer camps, Tae-kwon-do, basketball, flag football, baseball, softball, and tennis. If your child/youth is interested in ballet, tap, gymnastics, piano, or guitar, then this office is the place to go.

To register your child/youth for the first time, or for any of the above activities, you will need:

- The most recent immunisation schedule for your child/youth indicating that he/she is up-to-date on shots.
- The most recent health assessment for your child/youth. If he/she

is interested in playing any of the sports or any of the more strenuous instructional activities (ballet, gymnastics, tap), the health assessment must remain valid throughout the course of the activity.

- Three emergency contacts, with phone numbers. These are individuals whom you would feel comfortable having pick up your child from the CYS programme, in case of a problem and you could not be reached.
- For US families, we are now required to have your child's social security number on file. If you are a single or dual military family, we will eventually need a copy of your Family Care Plan. You have 30 days from the registration date to provide this to us.
- If your child/youth has a history of asthma, you will need to fill out an Asthma Care Plan for our files. This paperwork is available at the clinic and also in the Central Registration Office. The Community Health Nurse will need to see your child and to document the medication(s) that he/she takes, so please take these along to the clinic when you go for your appointment (ext 5948).
- The registration fee for the first child in the family is €16, also €16 for the second child, and €5 for the third child. Any children thereafter registered from the family are free of charge.

The Central Registration Office is open from 0900 to 1630 hours, Monday to Friday. We look forward to meeting your family and sharing all the exciting CYS programmes available.

School Age Services

The School Age Services programme, located in Bldg 602, provides accountable childcare before and/or after school and during school holidays for children in grades 1 to 5; approximate ages, 6 to 11 years. Staff is available to accompany the youths to and from school. A variety of programmes is offered, such as a computer lab, homework club, Boys and Girls Club, and Sponsorship Club.



SHAPE Entertainment

The SHAPE Entertainment Centre

The SHAPE Entertainment Centre plans, co-ordinates, initiates, and produces entertainment events for the SHAPE community throughout the year. In addition to SHAPE Player productions, SHAPE Entertainment co-ordinates local talent for open mike nights and coffee houses. We also book many touring shows and musical acts throughout the year for the IC Club. Many school theatre programmes utilise the Entertainment Centre for theatrical events. SHAPE Entertainment has also sponsored events like the International Performing Arts Festival, the Fun For All Festival, numerous instructional classes, as well as a teen sports comedy group.

The SHAPE Players are an international group of SHAPE community members with a penchant for singing, dancing, acting, and using power tools. You need only attend auditions or stop by the Entertainment Office if you are interested in becoming a member. Auditions occur throughout the year and are advertised in the SHAPE Community Life and on AFN. In past seasons, the SHAPE Players have performed such well-loved musicals as *Annie* and *The Wizard of Oz*. Every November, the SHAPE Children's Players offer a children's theatre piece by children for children. Auditions occur in early September and all children between the ages of five and eighteen are invited to participate.

Facilities at the Entertainment Centre include a 170-seat auditorium, a small lobby with a refreshment counter, backstage areas, a scene shop, and a rehearsal annex. The facility can be booked for meetings, classes, and other community events. Advance notice is usually required. Some equipment, props, and costumes are available for loan or rental. Support for national day events, and other special celebrations is available when booked well in advance. Entertainment Services is located in Office 114/114a in Bldg 207, next to the theatre. The Entertainment Director and the Entertainment Assistant are available on SHAPE ext 3312 or commercial 065/44.33.12. Office hours are currently 1400 to 1730 hours and by appointment.

The SHAPE Language Centre: Because Communication is Essential in an International Community

The ability to communicate in one or more foreign languages not only helps people to feel comfortable in everyday situations, but is a great achievement in itself, and is a key factor of professional success.

With this in mind, the SHAPE Language Centre offers the entire SHAPE community (minimum age 16) a wide range of language programmes, which include the two official NATO languages: English and French; and also Danish, Dutch, German, Greek, Italian, Polish, Portuguese, Spanish, Turkish, and Russian.

Located at SHAPE, only a stone's throw from your office, in Bldg 211, the SHAPE Language Centre is the ideal place to learn a foreign language in a friendly international atmosphere. Our students are military and civilian personnel from all the nations represented at the Headquarters, and their dependants. Currently 45 different nationalities are gathered under one roof with a common goal: to get to know and understand each other's language and culture, while increasing their chance of success in their professional life.

All SHAPE Language Centre teachers are qualified and experienced and mostly teach their mother tongue.

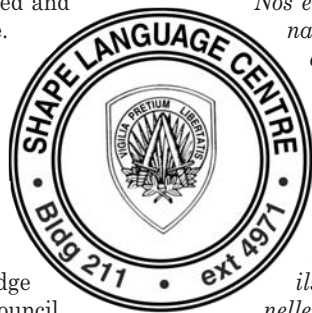
We offer :

- courses throughout the year
- four sessions:
 - Autumn Session (from September to January)
 - Spring Session (from February to June)
 - July Intensive Session (English and French)
 - August Intensive Session (English and French)
- various levels, from total beginner to advanced
- classes preparing for the University of Cambridge Examinations in co-operation with the British Council
- placement tests
- small groups, between 7 and 14 students, all about the same level
- reasonable prices
- NMR sponsored classes in Greek, Portuguese, and Turkish
- daytime classes
- lunchtime classes
- evening classes
- language laboratory

A 50% discount is offered for dependant newcomers on their first English or French beginner course. This offer is only valid for the first six months following the initial date of arrival in SHAPE.

Please note that a minimum of seven students per group is required. The SLC cannot guarantee in advance that a class can be run, particularly in the summer when the number of candidates is smaller, and therefore the possibility of having sufficient people with the same level of knowledge is less likely.

Come and visit us at the SHAPE Language Centre, in Bldg 211, or contact us on ext 4971. We look forward to seeing you.



Le Centre d'Etude des Langues du SHAPE: Parce qu'il est Essentiel de Savoir Communiquer dans une Communauté Internationale

Etre capable de communiquer dans une ou plusieurs langues étrangères permet non seulement de se sentir à l'aise dans n'importe quelle situation de la vie quotidienne, ce qui est déjà un bel exploit en soi et de plus, c'est dans bien des cas, la clé de la réussite professionnelle.

C'est dans cette optique que, depuis des années, le Centre d'Etude des Langues offre à toute la Communauté du SHAPE (âge minimum: 16 ans) un éventail de plus en plus large de cours de langues: anglais et français, bien sûr, mais aussi allemand, danois, espagnol, grec, italien, néerlandais, polonais, portugais, turc et russe.

Situé dans le SHAPE même, à quelques minutes de votre lieu de travail, dans le bâtiment 211, le Centre d'Etude des Langues est l'endroit idéal pour apprendre une nouvelle langue dans une ambiance amicale et internationale.

Nos étudiants sont les personnels militaires et civils des nations représentées au SHAPE ainsi que les membres des familles.

Quelque 45 nationalités différentes se retrouvent régulièrement sous un même toit dans le but commun d'apprendre à connaître la langue et la culture des autres, tout en augmentant leurs chances de réussite.

Tous les professeurs du Centre d'Etude des Langues du SHAPE sont qualifiés et expérimentés et ils enseignent, pour la plupart, leur langue maternelle.

Nous vous offrons :

- des cours pendant toute l'année organisés en 4 sessions
 - Session d'automne (de septembre à janvier)
 - Session de printemps (de février à juin)
 - Session de juillet (cours intensifs de français et d'anglais)
 - Session d'août (cours intensifs de français et d'anglais)
- de nombreux niveaux (de débutant à avancé)
- des classes préparant aux examens de l'Université de Cambridge en coopération avec le British Council
- de petits groupes (de 7 à 14 étudiants de même niveau)
- des prix raisonnables
- des classes parrainées par les RMN grec, portugais et turc
- des cours du jour
- des cours du soir
- des cours entre midi et quatorze heures
- des tests d'orientation
- un laboratoire de langues

Une remise de 50% est accordée aux membres de famille nouvellement arrivés sur leur premier cours de débutant anglais ou français. Cette offre est valable uniquement pendant les 6 premiers mois suivant le jour d'arrivée au SHAPE.

Veillez noter que, comme un minimum de 7 personnes par groupe est requis, le SLC ne peut garantir à l'avance qu'une classe pourra effectivement être ouverte, surtout l'été, lorsque le nombre de candidats est réduit et que la probabilité d'avoir suffisamment d'étudiants au même niveau est donc moindre.

Venez nous voir au Centre d'Etude des Langues - Bâtiment 211 - ou contactez-nous au 4971. D'avance, nous nous réjouissons de votre visite.

Claudine Walter, Director
SHAPE Language Centre



SHAPE Athletics Department



Services Offered

The Athletics Department provides a variety of programmes and services from aerobics to weight training facilities. To use the athletic facilities and programmes, you must be 18 years and over (waivers can be granted in some instances), and have a valid SHAPE ID card authorising full access to the facilities at SHAPE.

Aerobics

The Athletics Department currently offers several types of aerobic classes. The first class is complimentary so there is no charge; thereafter, there is a cost, depending on the number of classes you wish to take. All classes are held in the exercise room in the Pool Annex, with the exception of the water aerobics classes, which are held in the swimming pool. All aerobic instructors are cardio-pulmonary resuscitation (CPR) certified and trained in safety instruction. A copy of the current aerobics schedule can be obtained by visiting the Checkout Section at the Main Gymnasium.

Circuit Training

This is a self-paced, free course conducted on Mondays, Wednesdays, and Fridays from 1230 to 1330 hours. The course is a cardiovascular and local muscular endurance series of exercises, and is conducted inside the Main Gymnasium by qualified physical training instructors. The course is balanced and progressive and designed for all standards of physical fitness.

Free Weights

The free-weights equipment is located in the Athletic Centre, Bldg 404. Contact the Centre on ext 5156 for additional information.

Fitness

The opening times for the Fitness Suite are Monday to Friday, 0630 to 2030 hours, and Saturday, Sunday, and SHAPE holidays, 1000 to 1530 hours. There is a wide variety of aerobic and weight lifting equipment in this facility. There is also some aerobic equipment located in the Athletic Centre. Use of the Fitness Suite requires attendance on our Fitness Training Course. Contact the Checkout Section on ext 5325 to obtain information concerning scheduling.

Sauna

The Main Gymnasium currently has separate male and female Sauna Facilities. The opening times are Monday to Friday, from 0630 to 2030 hours, Saturday, Sunday and SHAPE holidays, from 1000 to 1530 hours. All displayed instructions must be followed. The minimum age for use of the sauna is 18 years. There is no charge for use of this facility.

Swimming Pool

The swimming pool is 25 metres in length, heated, and located inside the Main Gymnasium Pool Annex. Children under nine years of age must be accompanied by an adult of at least 18 years of age. Currently, there is no charge for use of the swimming pool. The Checkout Section can provide you with a copy of the opening times of the swimming pool.

Tennis

There are two indoor tennis courts located at the Athletic Centre, Bldg 404, and 12 outdoor tennis courts. Contact the Athletic Centre on ext 5156 for information or to reserve a court.

Running Track

There is a 400-metre outdoor running track. The track is covered with astro-turf and is flood-lit. The operating hours for the track are the same as the Main Gymnasium.

Sport Programmes / Tournaments

There are three major sport programmes offered: Intramural, Community Level, and SACEUR. Contact the Main Gymnasium for information on qualifications to join the programmes. There are many competitions and tournaments throughout the year, which include badminton, baseball, basketball, cricket, cross country, flag football, racquetball, rifle and pistol, rugby, soccer, softball, squash, swimming, table tennis, and volleyball. One of the major events of the year is the International Basketball Tournament. This consists of teams from NATO and International Partnership Nations. Tennis instruction is provided in the Athletic Centre. The Checkout Section can provide you with copies of flyers with the names and phone numbers of the instructors. There is a variety of information on both off-base, and SHAPE sporting activi-

ties displayed on bulletin boards throughout the Athletic Department Facilities.

Lockers

The Main Gymnasium and the Athletic Centre have half or full size lockers available for use on a daily or permanent basis. There is no charge to use a daily locker while you are working out. You must obtain a lock from the Checkout Section at the Main Gymnasium or the Duty Manager at the Athletic Centre to use a 'daily use locker' (no personal locks allowed). A permanent locker can be obtained by visiting the Main Gymnasium office and having your name placed on the waiting list. The waiting time is approximately four to six months for men, and two to four months for women. The choice of lockers is pool or sauna side changing facilities, or at the Athletic Centre.

Reservations

Indoor and outdoor facilities can be booked for a variety of events on a first come, first served basis. For daily bookings or to reserve racquetball and squash courts, please contact the Checkout Section on ext 5325.

To make long term reservations, a formal request must be made in writing to the Chief of the Athletics Department.

Addresses and Operating Hours

Main Gymnasium

Bldg 313, Rue Galvin, 7010 SHAPE
Ext: 4405/5325
Civilian: 065/44.53.25
Fax: 065/84.41.69

Operating Hours

Monday to Friday	0630 to 2100 hours
Saturday and Sunday	1000 to 1600 hours
Holidays	1000 to 1600 hours

Athletic Centre

Bldg 404, Rue Galvin, 7010 SHAPE
Ext: 5156
Civilian: 065/44.51.56

The operating hours for the Athletic Centre are the same as at the Main Gymnasium. Any changes to the above will be published.

Main Office Hours

Monday to Friday	0830 to 2100 hours
Saturday and Sunday	1000 to 1600 hours
Holidays	1000 to 1600 hours

The SHAPE CINEMA

The SHAPE Cinema, a 700-seat theatre, provides and shows current English-language 35mm films to members of the SHAPE community at a reasonable price. The Cinema is also used for live events such as large touring shows and concerts, change-of-command ceremonies, and school assemblies. Movies are shown throughout the year, usually with six films scheduled each week, from Thursday to Sunday. The current film schedule offers showings on Thursday and Friday evenings at 1930 hours; Saturdays at 1600, 1930, and 2130 hours; and Sundays at 1700 hours.

Highlights often include children's and family movies, a movie 'Fun For All Fest' marathon in August, and double features that offer a reduction in the usual admission price, which is normally €3 for children 12 years of age and under, and €5 for adults. The schedule of films and show-dates is published a month in advance and can be found in SHAPE Community Life magazine, SHAPE Bulletin, Stars and Stripes, and other publications. A telephone recording of the current week's schedule is also available on ext 5600.

Most films are provided to SHAPE by the Army and Air Force Exchange Service (AAFES) of the United States. AAFES also provides the projection and sound equipment for the films. At the SHAPE Cinema, there are two 35mm projectors using Zenon



lamps, and a Dolby sound system. Film titles premiere at SHAPE at about the same time they become available to audiences at cinemas in Belgium, or six to eight weeks after their debut in the United States.

A refreshment stand is available for each performance. Fresh 'American style' salted popcorn, bagged 'European' sugared popcorn, soft drinks, and a variety of top-selling candy are offered for your enjoyment. The refreshments can also be a bargain. A very popular 'Big Bag Special', for example, includes two drinks plus a large bag of popcorn for less than the adult admission price. A similar offer at the multiplexes in Brussels costs more than twice as much.

The cinema managers, projectionists, ushers, and refreshment stand workers are civilians and off-duty military members, who can be recognised by their distinctive blue vests. The staff makes every effort to ensure that theatre goers enjoy their movie experience. They are, in fact, often film fans themselves, and are pleased to be able to provide the refreshments, and strive to present an excellent movie experience. An usher is usually present to assist with seating and any concerns you may have. A customer comment box is located on the condiment table next to the refreshment stand for any suggestions you might have.

We look forward to seeing you!

Pizza Bowl

The SHAPE Pizza Bowl is an American Bowling Congress/Women's International Bowling Congress (ABC/WIBC) sanctioned 12-lane bowling centre. It consists of Brunswick 'Anvilane' synthetic lanes, pin-decks, and approaches; AMF 82-70 pinsetters with micro-processor chassis; AMF seating arrangements; and Quibica automatic scoring.

The Pizza Bowl is open seven days a week and provides services for eleven leagues, consisting of ladies' leagues, a youth league, and adult evening leagues. In between the organised bowling, there is ample time for open leisure bowling.

Lockers are available for rent on a yearly basis. The Pro Shop offers many choices of bowling equipment, and your bowling ball can be drilled on site. A state-of-the-art drill press for drilling balls has been purchased within the past year.

Bowling birthday parties, complete with party favours, shoes, and bumper bowling are perfect for the younger family members. Teenage or adult birthday party celebrations can also be catered for. Reservations for parties must be arranged through the manager's office, Monday to Friday, from 0900 to 1600 hours.

The snack bar facility has been given a new look with modernised equipment, seating arrangements, posters, floral arrangements, and windows that overlook our new patio. The snack bar offers a breakfast menu, a variety of pizzas, chicken items, taco salads, various sandwiches, ice cream, and soft drinks. It is open from 0800 to 2130 hours, Monday to Friday, and from 0830 to 2130 hours on Saturday and Sunday.

The bar area stocks a wide variety of beer, wine, coolers, and soft drinks, and is open from 1100 to 2300 hours, Monday to Thursday, 1100 to 0100 hours on Friday and Saturday, and 1200 to 2300 hours on Sunday.

Bowling is a highly competitive sport for many youngsters and adults. It is also an enjoyable form of physical recreation and family entertainment enjoyed by the many different nationalities of

the SHAPE community.

Bowlers of all skill levels and ages will enjoy the SHAPE Pizza Bowl. Why not come and join in the fun?





SHAPE ARTS AND CRAFTS CENTRE

Bldg 209

Ext 4680



The Arts and Crafts Centre is a Morale and Welfare Branch activity. We provide facilities, instruction, equipment, and materials to meet the creative needs of the SHAPE community. The Arts and Crafts Centre features a ceramics studio, woodwork and framing shops, as well as classrooms for painting, drawing, and decorative arts, such as stained glass, quilting, basketry, jewellery making, and many other crafts.

Our Arts and Crafts Centre has a knowledgeable multinational staff to assist you as you learn or improve your artistic skills. Mandatory safety orientation classes are provided for beginners to ensure that you are qualified to use our woodwork, framing, and ceramics areas. Freelance instructors offer courses at beginner, intermediate, and advanced levels in a variety of fine arts, folk arts, and specialised traditional crafts. Our sales store carries supplies at competitive prices for many crafts.

In our ceramics studio you can choose from over 800 moulds, or



particle board. Our staff is available to advise you at each stage of your undertaking, from developing working drawings, through construction, to choosing the appropriate materials and finishes. The frame shop is furnished with straight and oval mat and glass cutters, frame moulding saws, and the various hand tools needed to frame your artwork. During the framing course you will learn the traditional way to build a picture frame and a step-by-step guide to matting, glass cutting, and final assembly. For those of you who do not have the time, or cannot easily get to the Arts and Crafts Centre, we offer minor carpentry and custom framing services at a reasonable cost.

The Arts and Crafts Centre provides studio space, equipment, and instruction in a wide range of fine and folk art and specialised traditional arts and crafts activities, for both adults and children.



work in our complete potter's studio for hand-building or wheel-throwing. We have six electric kilns capable of firing temperatures, from low for decals, to high for stoneware and porcelain. Advanced and specialised classes beyond basic requirements are offered in decorative and glazing techniques to give a professional touch to completed pieces. A wide selection of tools, brushes, glazes, stains, decals, accessories, and clays are available at our resale counter. As

an extra service to our community, we offer a special order greenware service for those of you who are interested in decorating and glazing pieces, but do not have the time to pour and clean your ceramic projects.

The do-it-yourself woodworker and framer will be delighted with our wood and frame shops. Our large wood shop is equipped with most of the power and hand tools necessary for simple and advanced projects. We carry a basic stock of timber, plywood, and



Classes are taught by staff members and freelance instructors. Our popular and practical arts and crafts programme includes Tiffany glass, leaded stained glass, quilting, crochet, knitting, intarsia, encaustic art, sewing, rubber stamping/scrapbooking, and porcelain painting. When instructors are available, fine art opportunities include oil and watercolour painting, drawing, and more.

If you are interested in a particular subject that we are not currently offering, please let us know and we will make every effort to add it to our programme. Additionally, if you have a special talent and would like to share it with your fellow Shapians, let us know! We are always looking for ways to expand our programme and improve our service to the SHAPE community. For more information, please call Nathalie-Claire Bland on ext 4680 or visit us in Bldg 209.

Nathalie-Claire Bland
Manager

SHAPE *Community Life*



The SHAPE Community Life is an authorised unofficial magazine published every two weeks by Headquarters Support Group. There are 23 editions per year, plus a Newcomers' Guide, which is released annually, all of which are distributed within the community, free of charge. In addition, all issues, current and archived, can be found on the SHAPE Community Life website at www.shapeonline.net.

We, who bring the Community Life to print every fourteen days, are a small group of men and women (currently, two full-time and three part-time), from a diverse, multilingual, multicultural background. We share a strong desire to provide the community with a useful and entertaining source of information about SHAPE, and work extremely hard to do so. The job is demanding, time-constrained, and pressure-filled, but also highly fulfilling, as we are able to amuse and assist so many friends and neighbours, and learn so much about the community around us while doing so.

At the magazine's offices (Bldg 207, Rm 110), articles, advertisements, and small ads are accepted for publication. We welcome any and all Shapians, both civilian and military, to bring in stories, announcements of upcoming events, anecdotes from your jobs, lives, or activities on and around SHAPE, or any items which you feel might be of interest to the community. Do not worry if you

have trouble with the language or if you have never written for publication before. Our editorial staff is more than happy to help you. What is important is that you do contribute. Articles and announcements for Shapians are published free of charge, and small ads for our 'classified' section are inserted for a very low fee.

Our goal at the magazine is to provide Shapians with a rich source of official, cultural, and social information about SHAPE and Belgium, in order to facilitate adjusting to life in Belgium, to encourage participation in events on and around SHAPE, and thus to profit from their tour of duty at SHAPE. Please feel free to phone us on ext 4939 or 065/44.49.39, or call in at Bldg 207, Rm 110, and let us know how well we are accomplishing our task. Your comments and suggestions are always welcome.



Auto Skills Centre

The SHAPE Auto Skills Centre provides tools, equipment, space, and instruction for most of your vehicle repairs with trained mechanics ready to assist you.

Fourteen work areas are available for every kind of job, such as: welding, steam cleaning, wheel balancing, pre-control technique tests, headlight adjustments, CO tests, brake tests, tyre changes, and more. Price lists are available at the reception desk.

Opening hours

Tuesday to Thursday	1200 to 2000 hours
Friday	1200 to 1800 hours
Saturday	1000 to 1800 hours
Sunday, Monday, and SHAPE holidays	Closed

We are located at Rue de l'Escaut, Bldg 314 (next to the Industrial Area). Call us on exts 4693/4635.

Auto Skills Centre Advice

When you are checking the tyre pressure of your vehicle, use the tyre pressure recommended by the car manufacturer. A sticker with the recommended tyre pressures may be found on the inside of the driver's door, the petrol flap, the glove compartment, or the

owner's manual. Do not inflate to the maximum pressure that is labelled on the side-wall of the tyre. This will over inflate it, making it wear out more quickly.

Auto Skills Centre Elementary Car Maintenance Class

The Auto Skills Centre Elementary Car Maintenance Class is designed to help you learn how to maintain your car in an easy to understand way and to keep you on the road.

The class will show you how to change the oil and which parts of the car need to be checked in order to keep it regularly maintained and serviceable. All the safety aspects will be covered.

Included in the car maintenance class will be oil change procedures (oil and filter); fluid levels in the gear box, differential, coolant, windshield washer, power steering, and brakes; driving belt checks including adjustment and maintenance; bulb changing; windshield wiper blades; tyres including pressure, tread, rotation, changing, location of the jack and wheel brace.

Classes are held during operating hours. Please call on ext 4693 for an appointment.

Number of students: one or two maximum.

Cost: same as bay and equipment rental which is €5 per hour.

Duration: one hour per class.

A small ad gets big results! When you advertise you reach 15,000 people!

NATO/SHAPE Education Centre

Why we are here

The Education Services Division provides a full range of educational opportunities, from basic skills through to associate, bachelor's and master's degrees, as well as French language training, and military career self-development. Our programmes are comparable to those in the United States, and are responsive to the needs of service members, authorised civilians, and their adult family members.

What we do

- Provide college programmes leading to associate, bachelor's and master's degrees, as well as certificate marking milestones of credit in military career fields. Programmes are described in related articles.
- Provide professional guidance/counselling for academic and career development. Assist with college course and exam selection to meet college degree requirements for our resident schools, as well as the Community College of the Air Force (CCAF), and other members of the Service Members Opportunity Colleges (SOC) network in the United States.
- Provide career counselling on education transition management, interest inventories, and vocational certification, as

well as non-traditional learning alternatives in independent study, and military and civilian correspondence courses.

Education

- Provide individual and small group academic tutoring to remedy deficiencies, assist with a college course, or prepare for a test.
- Administer US Army/Air Force tuition assistance; provide financial aid information on veterans' benefits, US federal loan and aid programmes, and college scholarships.
- Provide French language courses emphasising conversational skills.
- Provide Defence Activity for Non-Traditional Educational Support (DANTES), testing for college credit, college admission, correspondence courses, career interest inventories, and professional certification.
- Provide support for military self-development through the Army Learning Centre, enrolment in Army and Air Force correspondence courses, and study guides for DANTES tests.

Who we serve

Programmes and services are available to the entire NATO/SHAPE community: US

active duty and retired military personnel, Department of State and Department of Defence civilians, and their adult family members. We welcome members of all the nationalities of the NATO/SHAPE community, on a student-funded, space-availability basis, who meet the academic admission requirements for the school of their choice.

Where we are

Below are the telephone numbers and locations of our services:

SHAPE Education Centre

Industrial Area: Bldg 212, reception in Rm 128; phone on ext 3466, civilian 065/44.34.66, or (DSN) 423-3466. Fax (DSN) 366-6230 or 065/32.62.30.

NATO Support Activity Education Centre

Brussels: Bldg 1, reception in Rm 324; phone 02/717.9704 or (DSN) 368-9704. Fax (DSN) 368-9653 or 02/717.9653.

SHAPE Club Beyond

Club Beyond Christian Ministry is directed at all young people of the SHAPE military community in the middle school and high school.

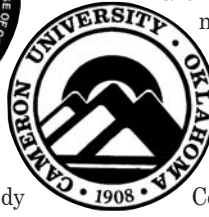
Club Beyond for middle school meets on Fridays from 1545 to 1645 hours. Middle school Bible Study meets right after that until 1745 hours.

Club Beyond for high school meets on Tuesdays from 1830 to 2000 hours. High school Bible Study meets on Thursdays from 1815 to 1930 hours. Dinner is provided at both of these high school meetings.

For more information on Club Beyond, the Chapel Youth Ministry, please check the bulletin board in the SHAPE chapel or call on (DSN) 423-5607 or 065/44.56.07. We go on various retreats, service projects, and camps. Why not come and join us?

University of Oklahoma - Master Degree Programme

The University of Oklahoma offers a Master of Human Relations degree programme at SHAPE. This programme offers a non-thesis graduate degree designed to prepare candidates for leadership positions requiring skills in human resource development; including counsellors, employment managers, organisation and development consultants, community agency heads, affirmative action officers, health care providers, and more. The MHR programme, an interdisciplinary approach to the study of human relations, blends theory, research, and practice to max-



imise the use of human resources within small groups and organisations. You can earn your degree in less than 24 months while working full-time. Courses are taught by doctoral professors who are members of OU's outstanding internationally recognised faculty.

Students may enter the programme throughout the year. For more information, contact the University of Oklahoma site manager, Susan McLaughlin at (DSN) 423-3654, 065/44.36.54, on ext 3654, e-mail apshape@ou.edu, or stop by the SHAPE Education Centre in Bldg 212, Rm 109.



University of Maryland University College - Europe

UMUC-Europe provides academic opportunities to military members, family members, and civilians stationed overseas whether beginning or continuing their education. The goal of UMUC-Europe is to provide higher education to students who may already have substantial commitments to their careers and families.

UMUC-Europe is a consortium of two State of Maryland institu-

tions of higher learning offering associate, bachelor's, or master's degrees. The institutions that comprise UMUC-Europe include University of Maryland University College (UMUC), which offers several undergraduate degrees, and Bowie State University which offers master's degrees.

Maryland currently offers a wide range of traditional and alternative learning opportunities at nearly 100 sites throughout Europe and the Middle East. With the expansion of UMUC's Distance Education Programme, Maryland's reach now extends across the globe.

If you would like more information on any of these programmes, contact a field representative at the SHAPE Education Centre on ext 5173 or (DSN) 423-5173. Please feel free to visit the office located in Bldg 212, Rm 119. You may also speak with a representative at Brussels NSA, Rm 1-323, or on (DSN) 368-9765.

University of Phoenix

Look to the University of Phoenix for flexible and fast-paced programmes that will help you advance your rank and revitalise your career, whether military or civilian.

In as little as one class night per week, on base, we have helped thousands of service members like yourself advance their careers with one of the most up-to-date and relevant curriculums available anywhere. We base our fast-paced curriculum on the needs of today's modern organisations. We draw our faculty from leaders in their respective fields. And we deliver - the most valuable educational experience possible and a master's degree in just 24 months.



We offer the following programmes throughout Europe:

- Master of Business Administration
- Master of Arts in Education with Specialisations in:
 - Curriculum and Instruction
 - Elementary Teacher Certification
 - Secondary Teacher Certification
 - Adult Education and Distance Learning
- Administration and Supervision
- Early Childhood
- Special Education

Stop by the SHAPE Education Centre today!

For more information, call on (DSN) 423-4645, on ext 4645, or visit www.uopxoverseasmil.edu/SHAPE.

SHAPE International School - Ecole Internationale



The SHAPE International School (SIS) is an integral part of SHAPE and is located in the 700 area. It accommodates approximately 2,500 students from kindergarten up to grade 12 and includes 220 staff and faculty members. Most are dependants of military members and civilian employees of NATO and PfP countries assigned to SHAPE.

SIS is a federated complex, in which an integrated kindergarten and several national sections (seven elementary and three secondary) operate side by side under the co-ordination of an international General Services Unit. Its facilities include classrooms, an infirmary with a qualified nurse, a cafeteria where hot meals and snacks are served at lunchtime, two fully-equipped gymnasiums, computer labs, and science labs. Transportation is provided to and from home within a radius of 20 km of SHAPE.

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

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

According to the regulations in force, the children of the nations which have their own sections at SIS will normally be registered in those sections. The children of nations who do not have their own sections will normally be registered in the Belgian sections and the kindergarten, which are open to any nationality. Nevertheless, students may be registered in the section of their choice, subject to the agreement of the principal concerned and space availability.

The French language is also used in the kindergarten and creates no difficulty at all for children of that age. US, UK, and German students may receive half-day instruction in English and German, from American, British, and German teachers respectively, if required.



The two basic principles guiding the policies of SIS are:

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

For more information, please phone the SIS on the following SHAPE extensions:

Belgian Elementary	5707
Belgian Secondary	5708
Canadian	5985
German	5704
Italian	5711
Kindergarten	5723
Norwegian	5713
United Kingdom	5283
United States Elementary	5718
United States Secondary	5715
General Services	5726/5744

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

Director General, Benoît Davin

Central Texas College

Central Texas College has been committed for more than 35 years to providing students in the local area and around the world with quality education. No matter if you are civilian or military, Central Texas College in Europe is there to offer you an Associate in Applied Science Degree and certificates in a variety of vocational-technical programmes.

CTC offers degrees in:

- Criminal Justice/Law Enforcement
- Early Childhood Professions
- Emergency Medical Technology
- Applied Management/Military Science
- Food Service Management
- Paralegal Studies
- Fire Prevention Technology
- Electronics Technology

Programmes of study vary with each location but not all programmes are available at every location. Courses are offered on a

term basis lasting eight weeks. The programmes are geared to the military professional, taking into account occupations that are unique to military specialties. You are eligible for admission if you graduated from an accredited high school or have a GED certificate, and are a valid ID cardholder.

We offer:

- ⇨ Small classes
- ⇨ Expert caring faculty
- ⇨ Central location for commuters
- ⇨ Flexible scheduling
- ⇨ Evening and weekend courses

For more information on a particular programme of study, admissions, registration, and financial aid contact your local CTC Field Representative at the Education Centre on (DSN) 423-7447, on

SHAPE ext 7447, or visit www.ctc-europe.com.



International Thrift Shop

The International Thrift Shop at SHAPE follows the traditional format and is organised by a committee. All those who work in the Thrift Shop are volunteers who give generously of their time and support, and there is always a continual requirement for new helpers (especially on Monday afternoons). The Thrift Shop is located in Bldg 207 on Rue du Tibre, at the back of the Entertainment Centre. The purpose of the Thrift Shop is to provide a centre for members of SHAPE and their dependants to buy and sell second-hand goods, at a price decided by the vendor. Ninety per cent of the price is then paid to the vendor, and the remainder is retained by the Thrift Shop and distributed to various charities nominated by its committee, which meets twice a year and gives donations to local, national, and international charities.

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



Thrift Shop entirely at the owner's risk. The Thrift Shop is open on Mondays only, taking in articles from 0900 to 1200 hours and selling articles from 1300 to 1500 hours. The Thrift Shop closes during the main school summer holidays and all SHAPE holidays. Paying out days are usually on the last Monday of each month from 0900 to 1100 hours. Dates of operation are advertised in the SHAPE Community Life and at the Thrift Shop.

For further information, please contact ext 5586 (during opening hours).

This non-profit activity is run entirely by international volunteers for SHAPE and NATO ID cardholders and their guests.

Travel Group members are available to answer questions, provide information, and make reservations at the SHAPE Officers' Club every Wednesday and Friday from 1100 to 1300 hours. Reservations can only be made in person at the scheduled times. Euros only please.



SHAPE Travel Group

Clare: 065/73.13.94 or Diane: 065/56.56.64

Who are we?

For several decades, the SHAPE Travel Group has played a very important part in the social and recreational life of our multinational community at SHAPE. The SHAPE Travel Group is a group of volunteers from many countries who research, plan, organise, and lead trips for all SHAPE and NATO members, their families, and guests. A wealth of experience built up over the years has brought about our reputation of running interesting and well-organised trips which passengers can enjoy in a fun and relaxed atmosphere. We are a completely non-profit SHAPE Group 2 activity. No club membership fees are needed to sign up on any of our trips.

What is our purpose?

SHAPE is an ideal place from which to travel to other European

countries and find out more about their people, their history, and their heritage. We hope that our trips will enhance solidarity, friendship, and mutual understanding among members of the whole SHAPE and NATO community.

Where do we go?

Almost everywhere! Our programme is wide and varied. It is planned to appeal to all ages and interests. We offer mostly mid-week day trips by coach with occasional weekend excursions. Longer haul destinations to exciting places are also offered from time to time. Our trips include sightseeing tours, shopping expeditions, cultural visits, and often cover special events.

How do I find out about these trips?

Details of all our trips are announced on AFN Radio and Television, as well as on posters on various notice boards and at <http://www.geocities.com/shapetravelgroup/index.html>. Information is also available in each nation's own publications.

How do I sign up?

Travel Group members are available to answer questions, provide information, and take reservations every Wednesday and Friday from 1100 to 1300 hours in Officers' Club TV room. You will also find us in the Officers' Club before each lunch and tea organised by the SHAPE Officers' Wives' Club. Please note that reservations can only be made in person at the scheduled times and must be paid for at the time of booking.

For further information, please call

Clare on 065/73.13.94 or Diane on 065/56.56.64

or e-mail us at shapetravelgroup@hotmail.com.

SHAPE Officers' Association

Just arrived?

Welcome to SHAPE! Membership in the SHAPE Officers' Association (SOA) can help you become acquainted with your surroundings, with other staff members, and with the issues that you, your colleagues, and indeed all the nations, may come across throughout the Alliance. Perhaps the main reason to become a member is the lasting friendships you will make among SOA members.

What is the SHAPE Officers' Association?

An association of past and present SHAPE officers governed by a president, a chairman, and a committee. The committee plans the activities of the association. The SACEUR is the Honorary President of the Association.

Historical Background

The SHAPE Officers' Association was founded in 1961 by a group of officers at SHAPE, in Paris. They not only established the SOA, but began what has now become a fine tradition, an annual reunion and dinner. The first such event occurred on 7 October 1961. It was attended by General Gruenther (a previous SACEUR), General Norstad (then SACEUR), and about 200 other officers from all the NATO nations.

The Aims of SOA

The aims of the association are threefold:

- To foster friendships among officers who serve at SHAPE and

with those who have served at SHAPE.

- To keep members informed about SHAPE and the military situation in NATO.
- To enable members to serve the Alliance even after military retirement.



General Peter Carstens, GE Army (retired),
President of the SHAPE Officers' Association.
General Carstens was Chief of Staff from 1993 to

In short, to perpetuate the traditions of SHAPE and to support and propagate the mission, objectives, and ideals of SHAPE and NATO.

SOA Activities

Two or three conferences/luncheons are held each year, featuring a distinguished political or military speaker.

An annual reunion is held at SHAPE in early October. The programme runs over three days and includes a Happy Hour, several briefings (including a presentation by the SACEUR), a golf tournament, cultural visits, and a formal dinner, which features a leading political or military figure as the guest of honour and speaker.

Chapters are active in Canada, France, Germany, the United Kingdom, and the United States.

Three newsletters are published each year, and a list of its members is issued every two years.

For further information, please phone the SHAPE Officers' Association on ext 4196, or e-mail: soa@shape.nato.int. The SOA is located in Bldg 102, Rm 234.

SHAPE Officers' Wives' Club

Welcome to SHAPE! You will find there are many activities to pursue during your time here. One such rewarding activity is the SHAPE Officers' Wives' Club (SOWC).

The SOWC was established in April 1967. The purpose of the Club then, as it is today, is to sponsor activities of interest to the members and at the same time promote friendship and the exchange of ideas. The first SOWC function was held in what is now the Liège Room of the Officers' Club, planned by a board of seven to eight ladies. Approximately 40 ladies attended the programme, which was a demonstration of Belgian cooking. Over the following



Members of the SHAPE Officers' Wives' Club Board.

months, attendance increased, and by June 1967 the luncheon location was changed, requiring the use of the ballroom in the Officers' Club.

Today, the SOWC functions are still held in the ballroom and attendance has grown to average approximately 350 ladies. To oversee the planning of all SOWC functions, the SOWC Board has grown to include representatives from all member nations of the NATO Alliance and Partnership for Peace countries represented here at SHAPE. The wives of the SACEUR, DSACEUR, and Chief of Staff serve as honorary members and provide valuable support. The SOWC presidency rotates annually amongst the nations represented at SHAPE.

Functions now consist of a Welcome Coffee at the beginning of the year, nationally sponsored luncheons, a Christmas Luncheon, a New Year's Tea, and a Spring Luncheon. SOWC functions are held on the third Monday of each month. These events are very popular and are advertised through SHAPE Community Life magazine, and on posters distributed around the community. This gives everyone an equal opportunity to know when it is time to purchase their tickets, as they tend to sell out quickly. Tickets are sold to members at the Officers' Club on a first come, first served basis from 1000 to 1230 hours on the Tuesday and Wednesday preceding the function. On the Wednesday, if there are any remaining tickets, they can be purchased for guests of SOWC members.

We look forward to seeing you at our functions!

SHAPE INTERNATIONAL CHAPEL CENTRE

The SHAPE International Chapel Centre welcomes you to Belgium. Our mission is to be your worshipping home while you are assigned to the SHAPE community. We offer a full programme of services designed to assist you in your spiritual life. The majority of the programmes are offered



in most of the languages spoken at SHAPE. The Chapel has two sanctuaries, a bless sacrament chapel, and offices for all the national chaplains and their administrative assistants.

We invite you to visit the Chapel Centre and attend services. You may contact your national chaplain at the numbers below:



Chapel Administrator	ext 5604
American Chaplain	ext 5601/2
Belgian Chaplain	ext 5607
British Chaplain	ext 5693
Dutch Chaplain	ext 5609
German Chaplains:	
Catholic	ext 5603
Protestant	ext 5608
Norwegian Chaplain	ext 5699
Polish Chaplain	ext 5083

Boy Scouts of America

We have over 150 registered boys and adult volunteers in a year-round programme.

Scouting offers a wide range of activities at SHAPE and across Europe. What a wonderful opportunity to enjoy Scouting in an international setting!

Cub Scouting: for boys from 1st to 5th grade (6 to 11 years of age). Den meetings are held once a week with a planned programme of games, crafts, and activities to share at home. The Pack meets once a month during the school year and is a special time to recognise the boys' achievements and get together for



songs and skits. Special events for Cub Scouts include the Pinewood Derby and Cub Adventure weekend. For additional information, please phone Col B Fillman on ext 7144.

Boy Scouting: for boys from 5th grade to high school (11 to 18 years of age). Weekly meetings and monthly outdoor activities with camping trips throughout western Europe are part of the planned programme. Scouts may attend a week-long summer camp in Germany or England and special events are planned with the International Scouts throughout the year. For more information, contact Sandy Tetterton on 065/72.83.40.

Group 2 Activities

- Angling Club
- Asian Pacific Club
- Athletics Officials Association
- Badminton Club
- Booster Club
- Boy Scouts of America
- Bridge Club (SOB)
- Civilian Staff Association, NATO
- Flying Association
- Garden Club
- Girl Scouts of the USA
- Golf Association
- Gunnery Association
- Hunters Association
- International Darts
- Men's Bowling League
- Military History Association
- Model Airplane Club
- Officers' Wives' Club
- Roquencourt Darts
- Sailing Club
- SHAPE Cub Scout Pack 325
- SHAPE International Girl Guides and Brownies
- SHAPE International Scout Group
- SHAPE International Thrift Shop
- SHAPE Little League
- SHAPE Travel Group
- Skeet and Trap Club
- Sub Aqua Club
- Tennis Association
- Top Graders' Wives' Club
- Triathlon Association
- Women's Bowling League

To find out further information about any of the above activities, contact Lt Andy Tutchings at the Main Gymnasium on ext 5345.

Scouting at SHAPE

This is your invitation to join the great adventure of Scouting at SHAPE. Contact the Scout or Girl Guides group that is right for you. There are over 2,000 boys and girls at SHAPE currently enjoying the Scouting experience. There is a place available for you now.

1st SHAPE International Scouts Group (male and female)
 Contact: Mr Andy Syme
 Tel: ext 4930 or 067/64.94.36
 E-mail: gsl@olaebblue.co.uk

Boy Scouts of America (Troop 325)
 Contact: Sandy Tetterton
 Tel: 065/72.83.40

Cub Scouts Pack 325
 Contact: Col B Fillman
 Tel: ext 7144

Girl Scouts of the USA
 Contact: Mrs Melinda Corey
 Tel: 067/48.57.07
 E-mail: shapegirlscouts@mac.com

International Guides and Brownies
 Contact: Mrs Rhonda Cartwright
 Tel: 065/72.48.90
 E-mail: david.cartwright@skynet.be

You too can be a scout! Join us now.

SHAPE Band Performs International Mission

The SHAPE International Band is a unique, inter-service, and international military band that represents the SACEUR, SHAPE, and NATO in concerts throughout Europe. The band's primary mission is to act as a ceremonial band to honour the many distinguished visitors to SHAPE. Originally founded in 1983 as a voluntary musical organisation, the band was officially activated by SACEUR Bernard Rogers in 1986. Throughout its existence, active duty musicians from the US, Norway, Germany, and Italy have been assigned to the band, and Estonia provided a musician in October of 2004. Although small for a musical unit (16 members) the band fields many diverse ensembles: the SHAPE Jazz Orchestra, Ceremonial Band, Task Force 8 (rock band), Jazz Messengers, Château Combo, Brass Quartet, and individual performances as needed.

Bandmaster US Army First Sergeant Scott Headley, a native of Newhall, California, leads the SHAPE International Band, and is the only enlisted bandmaster in the US Army. A graduate of Upper Iowa University, 1SG Headley has per-



formed as a percussionist with the Burbank Civic Light Opera, Fairbanks Symphony Orchestra, and, as a drum set player, has performed alongside such diverse acts as Clint Black, Great White, and Blue Oyster Cult. He also has over 25 years experience directing, leading, and participating in musical organisations.



While assigned to SHAPE, you will certainly see the SHAPE International Band performing at various community events, including the Fun Fest in August, events at the SHAPE Officers' Club, and their much-anticipated Holiday Concert series in December. Though we speak many languages here on SHAPE, the band speaks the universal language every nation understands -- music!

Whether it is jazz, pop, or big band music, the SHAPE International Band embodies the true spirit of SHAPE and the NATO alliance.

SHAPE HIVE

The HIVE is located in the portacabin next to the UKSU Mess. You cannot miss it; just look for the HIVE flag and HIVE window stickers. The HIVE is available for all Shapians. Opening hours are Monday to Friday, from 0845 to 1500 hours.

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

We hold information on a variety of subjects including communications, travel transport and holidays, customs and excise (Pet Travel Scheme), education, health and fitness, leisure activities, social security ben-

efits, and local places of interest to name but a few.

Did you know that the HIVE has a number of items available for loan for a small charge? These include folding Z beds, chair bed, pushchairs, highchairs, and travel cots.

A stock of cards and gift-wrap is also available. If you would like to catch up on any missed 'soaps' or a variety of other television programmes, the HIVE now holds BFBS DVDs which may be borrowed free of charge.

So please call in. Kay and Claire, the HIVE Information Officers, look forward to seeing you.

Tel: 065/44.39.84

E-mail: uksu-hive@tiscalinet.be

Website: www.hive-bfg.co.uk



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

Hello! On behalf of the Top Graders' Wives' Club we would like to extend to you a warm welcome to our community. The best way to meet new people and become an active member of the community is to become involved. We would like to invite you to join us. We are a social club open to wives of all ranks and all nationalities who hold a SHAPE ID card.

Depending on our programme, we meet each Monday at either the SHAPE International Community Club or at a designated meeting point for day trips.

The first Monday of each month is usually a business day when we get together to discuss forthcoming events, sign up for trips and luncheons, and have a coffee and a chat.

The second Monday of the month is a luncheon day when we visit different restaurants within a 20 km radius of SHAPE. Also, we have a tombola at each luncheon when raffle tickets can be purchased to win interesting prizes.

The following Monday may be a travel day. Trips are planned to places such as museums, castles, chocolate factories, and breweries. Also, time is made available on travel days to shop at local boutiques.

Recent excursions have included Ghent, Lille, Monschau, Dinant, and a spa in Tournai. We hope that you come and join us for these fun outings.

The remaining Monday of the month is a social day. We may learn a special craft, play games such as bingo, go bowling, or invite someone to give a beauty, fashion, or craft demonstration.

Special prices are offered to members for the luncheons and trips, and birthdays are celebrated with unique gifts.

A board of governors and various committees take care of business and plan the functions during the year. Volunteers are always welcome to help with bake sales and bazaars. Activities are suspended during the summer months as most members are away or on holiday at that time.

We really enjoy meeting each other and learning about different countries and customs. We hope that your membership in the Top Graders' Wives' Club will help you to enjoy your tour at SHAPE.

For more information, please phone Vendela (Danish, English, French, and German speaker) on 065/73.08.26.



Overview of the SHAPE Healthcare Facility

The SHAPE Healthcare Facility (SHF) offers a multitude of services, all designed to provide the SHAPE community with the finest out-patient medical and dental care possible. It includes Belgian, Canadian, Dutch, German, Italian, United Kingdom, and US out-patient clinics. All have their own policies and operating procedures, and regular patrons should enquire at their individual clinic for any updated information. The central

appointments section may be contacted on ext 5886.

The dental clinic at SHAPE is comprised of ten representatives from eight countries, who provide care primarily to active duty members. Family members and all other care is offered on a space availability basis, depending on the rules for each nation. The dental clinic may be contacted on exts 5806/5807.

Emergency Telephone Numbers

Ambulance	100	(this will be answered in French)
Ambulance	065/44.33.33	(this will be answered in English) This is the number of the SHAPE Military Police who will then telephone 100 on your behalf.
Poison Centre	070/24.52.45	
Suicide Centre	02/648.40.14 (English) or 0800/32.123 (French)	

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

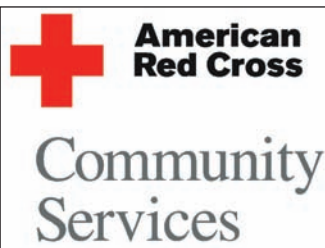
Other Healthcare Facilities

Central Appointments	Ext 5886, Civilian 065/44.58.86	
Pharmacy	Ext 5808 or 5981 0800 to 1700 hours	Located on the ground floor of the clinic facing the GB parking area.
	Fax 5889 Monday to Friday	Repeat prescriptions/refills may be ordered 24 hours a day by telephoning 065/44.59.81.
	Closed SHAPE holidays	US over-the-counter medications are available to those who have attended the Self-Care Class.
SHAPE Patient Liaison at Ambroise Paré	065/39.29.12 direct 0800-2400, 7 days/week	Located on the 4th floor.
	Operator 065/39.21.11	
SHAPE Patient Liaison at SHAPE	065/44.59.00 or 065/44.58.49	

The SHAPE American Red Cross is always looking for volunteers who are interested in helping the Red Cross fulfil our mission of improving the quality of human life, enhancing self-reliance and concern for others, and helping people avoid, prepare for, and cope with emergencies.

We provide a variety of programmes and services throughout our military communities in the Benelux and around the world. Some of the programmes and services we provide are: Health and Safety Services, which include training in cardio-pulmonary resuscitation (CPR), first aid, babysitting, swimming, HIV and AIDS education; Disaster Services and Casework Services, such as emergency communication, financial assistance, personal and family counselling, and information and referral; International Services; and special events projects. The Red Cross provides avenues for people to volunteer at various work locations in our military communities to enhance their working skills, broaden their work experiences, or give people an opportunity to make a positive contribution to our community.

For more information about the Red Cross and its volunteer opportunities, please call 065/44.40.08. Thank you for your support and interest in our organisation.



Veterinary Services

Calling all pet owners! Your Veterinary Clinic is located on Daumerie Caserne, Bldg 10. The staff includes one veterinary corps officer, MAJ Cyle Richard, DVM; one veterinary animal healthcare technician, SPC Valerie Newsom, LVT; and one civilian manager, Sheri Rinker. We will be pleased to help you with any needs you may have for your pets. Our services include routine healthcare, health certificates, vaccines, surgeries, and sick calls, by appointment only. Normal operating hours are Mondays, Tuesdays, and Fridays from 0800 to 1130 hours and 1300 to 1600 hours; Wednesdays from 0800 to 1300 hours and 1400 to 1600 hours; and Thursdays from 1300 to 1500 hours. We are also open one Saturday each month. Phone calls are accepted every day. Please stop by and visit, or phone if you have any questions. You may contact the clinic on (DSN 361) ext 5435 or civilian 068/27.54.35.

