



NAMA / HAW NEWCOMER'S GUIDE



Pápa Airbase, Hungary

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LEGEND

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1

Introduction

The NATO Airlift Management Agency's Newcomers' Guide provides newly assigned and soon-to-be assigned Strategic Airlift Capability members with information about the NATO Airlift Management Agency (NAMA) and the Heavy Airlift Wing (HAW), their mission, geographical information about the Pápa area in Hungary, information about base facilities and general information about living in Hungary.

Since this guide is internationally oriented, information of national nature will be made available through respective National Support Elements (NSEs) or Senior National Representatives (SNRs).

Although this guide is updated periodically, some of the facts and figures provided may have changed since the last revision. Updated information can normally be obtained through the NSEs/SNRs.

Suggestions for additions or changes to this guide are welcome and should be sent to the NAMA Community Liaison Office, H-8500 Pápa Hungary, Vaszari út 101, e-mail: clo@nama.nato.int (or personally in the NAMA CLO at Pápa AB Bldg 5.).

Chapter

2

NATO Airlift Management Agency

Since the summer of 2006, several nations worked together to establish a C-17 Strategic Airlift Capability (SAC) consortium. Ten NATO nations (Bulgaria, Estonia, Hungary, Lithuania, the Netherlands, Norway, Poland, Romania, Slovenia, and the United States) and two Partnership for Peace (PfP) nations (Finland and Sweden) have signed the SAC Memorandum of Understanding (MOU), which entered into effect on 23 September 2008, formally establishing the SAC Program.

SAC aircraft acquisition, management, and support is achieved through the NATO Airlift Management Organization (NAMO), a NATO Procurement, Logistics or Services Organization (NPLSO) established by the North Atlantic Council (NAC) on 29 September 2008. NAMO owns the SAC aircraft and other related equipment.

NATO Airlift Management Agency is the execution body of NAMO led by a General Manager. NAMA currently has three different locations: Capellen, Luxemburg; Dayton, United States of America and Pápa, Hungary.



Chapter

3

Heavy Airlift Wing

The Heavy Airlift Wing (HAW) is the SAC Program's operational unit. It is composed of ~135 personnel from the 12 SAC nations who send at least one soldier to the unit. The HAW Commander and Vice Commander and other key wing personnel have been working at Pápa AB since October 2008.

Additional HAW personnel have been moving to Pápa AB over subsequent months to prepare for flying operations beginning in July 2009. Training of the multinational HAW crew members and support personnel began in March 2009.

The three C-17 aircraft were delivered between July and October 2009 and their usage started immediately. The HAW provides airlift capability for the SAC nations supporting their operations, joint NATO/EU operations and unfortunately SAC C-17 had to take part in the humanitarian missions to Haiti after the recent earthquake.



Chapter

4

Pápa and Pápa Airbase, Hungary

4.1 Historical heritage in Pápa

Pápa is one of the centers of the Reformed faith in western Transdanubia in Hungary as the existence of numerous Ecclesiastical heritage sites and museums suggest. Due to the multitude of heritage buildings the centre of the town is now protected.

The town is full of historical heritages, the Franciscans settled here in 1475 and the Paulines in 1638. This town became the third most important centre of Protestantism in Transdanubia. A Reformed Church school operated here as early as in 1531, which was later expanded with a faculty of theology and an academy of law. The castle of Pápa already stood in the 15th century, and in Turkish times it became part of the system of border fortresses. By the 19th century, Hungary's third most significant Jewish community had gathered and the third largest synagogue was built here in 1846.



Between 1929 and 1945 Pápa was a county town and from 1945 to 1983 a district town. World War II caused immeasurable losses. The palace and the synagogue were severely damaged, the archives were destroyed, and very few members of the large Jewish community survived. Pápa won the János Hild memorial medal in 1989 for restoration work in the town. After the change of the system the Reform Church and educational traditions were reawakened: a new grammar school was built, the Reformed College recommenced its activities and higher education began once again.

4.2 Weather

Hungary has a temperate continental climate that is influenced by three main factors: the Eastern-European continental, the Western-European oceanic and the Mediterranean influence.

There are substantial differences among the average temperatures of the four seasons. Usually January is the coldest, while the hottest months are July and August in Hungary .



The daily temperature fluctuation is quite high. The annual average temperature is about 12 °C, the maximum is 38 °C, the minimum is around -10 °C .

Spring starts in early April and is accompanied by lots of showers. The summers are dry and warm. Autumns are cool, foggy and rainy. Winters are relatively short, moderately cold and usually dry, but sometimes brilliant sunny. The little snow the city gets usually disappears after a few days.

The yearly rainfall is about 415 mm that consist of two stronger (early summer and autumn) and two dryer periods (middle of winter and early autumn). Sunny hours/year is 2015.

The annual average wind speed is 2.4 m/sec.

4.3 Pápa Airbase

Pápa Airbase, the Hungarian host base of the NAMA and the HAW, is located on the eastern side of the town, not far from the city limits on the road to Vaszar. The precursor of the 47th Tactical Fighter Wing was established on 1 November 1950 and dislocated to Pápa Airbase in 1961.



The modernization of the wing started in 1974. During the next 5 years the old fighters were replaced by modern MiG-21MF, MiG-21bisz and MiG-23MF fighters.



In 1992, the unit was renamed to Hungarian Defence Forces 47th Tactical Fighter Wing. This unit served at Pápa Airbase till 25 August 2000, when the wing was winded up.

Pápa Air Base was established on July 1, 2001, as a part of national commitments in the NATO Infrastructural Development Program, and it is the legal successor of the HDF 47th Pápa Tactical Fighter Wing. It serves as a

backup Airfield for both Hungarian and NATO aircrafts and hosts Hungarian Air Force Search and Rescue helicopters. The Airbase was selected to the Main Operating Base for the multinational Heavy Airlift Wing and its C-17 fleet in 2007.

On Pápa Airbase, currently Building 5 provides office spaces for NAMA and HAW employees. In the nearby buildings a family center, a gym, a buffet and a dining hall is for the convenience of the personnel.

4.4 Access

Access to Pápa Airbase is controlled by the Host base but with the cooperation of NAMA/HAW Security Officer. All newcomers will be issued with an entry badge and a vehicle pass, authorizing the entry for the base. Not only NATO employees or HAW members have access pass, family members are also granted with badges.

Visitors have to arrange their entry through their counter-partner working at Pápa Airbase asking them to submit the request to the NAMA/HAW Security Officer. There is a deadline for submission: it is at least five working days prior to the planned arrival.

More information:

Mr. Andrzej Fularczyk
NAMA/HAW Security Officer
security@nama.nato.int

4.5 Driving on base

- General Traffic Regulations are in effect on the base;
- The maximum speed: 30 km/h (18 mile/h);
- Parking for personally owned vehicles is allowed in the designated parking areas only;
- The MP has the right to have vehicles stopped and personal documentation checked (ID/passport, driving licence, etc.)
- Violators must consider consequences (withdrawal of vehicle entry pass)

4.6 Useful phone numbers

General phones:

Police: 107

Ambulance: 104

Fire Brigade: 105

Emergency call: 112

Pápa Airbase phones:

Base Operation Center: #8955 or +36 89 513680

Gate No.1: #8201

Dining Hall: #8798

First Aid: #8300

SAC phones:

NAMA CLO: #2015, #2115 or +36 89 886015

NAMA/HAW Security Officer: #2014

HAW Admin: #2206

US NSE: #2848

SWE NSE: #2849

NLD NSE: #2851

NOR NSE: #2853

Chapter

5

National matters

5.1 Inprocessing

In the NAMA Security Office a photo is taken of the newcomers, active military and dependants also, an inprocessing form is to be filled out based on NAMA Security Officer can request entry badges and vehicle pass for HAW military personnel, NAMA officials and their dependants. These badges are issued by the Hungarian host unit.

All those who are working at the HAW or the NAMA in Pápa, have to go through a security screening back in their sending countries and have to hold at least a NATO Secret clearance. It has to be submitted to the NAMA Security Officer, who is to check and file it. A so called DCF Form has to be signed in the Security office and submitted to the IS/Comm Office to get official mail account in the new unit. A security briefing has to be conducted.

If you are deployed to work in the HAW, further inprocessing steps are done by the administrative staff of the HAW, so please visit HAW Admin Section for further detailed information.

5.2 Orientation briefing

During the first week, all newcomers go through an orientation briefing, where they get a lot of useful information on the place, the unit they are serving in, meet personnel from different sections and get familiar with their new job.

5.3 Identification

While you are in Hungary you can identify yourself with different official documents, as a general rule you can use your passport, if you are EU citizen, your national ID card is also

acceptable. Family members have to go through the immigration process, so they will have a Hungarian Residency Permit and an Address Card. Those documents should always be carried.

If you are on base, the entry badge always has to be visible.

5.4 Mail – official/unofficial

In Hungary mail is dealt with using the Hungarian National Postal Service, which has several units in Pápa. You can send letters, parcels all over the world and also have them delivered to your Hungarian address. If you rent a house/apartment, utility contracts will be on your name. Companies and providers are sending information and invoices to you using the postal service.

Sending a letter within Hungary usually takes 2 days, within Europe a week, or overseas about 2 weeks. Postal Service offers different extras, like priority, registered mail, etc. If you need faster service, several international carriers are present in Hungary like TNT, UPS or FEDEX. These carriers deliver directly to your door. In the event you have a parcel to be shipped, you have to request the pick up in advance or take it to their offices. None of these service providers are present in Pápa.

Physical address (carriers): H-8500, Vaszari út 101., Pápa, Hungary

Postal address (normal mail): H-8501, Pf. 35, Pápa, Hungary

5.5 Hungarian holidays and vacation

The dates of the Hungarian holidays vary from year to year, so Easter, Pentecost is always moving back and forth in the calendar. However there are some national days which are always on that day, these are:

15 March – Day of the Revolution and Freedom Fight in 1848/1849,

20 August – Day of the Foundation of the State,

23 October – Day of the Republic,

and of course Labour Day (1 May), Christmas and New Years Day are always on the same days too.

5.6 Registration to Hungary (NAMA employees and dependants)

The following actions are to be taken by NAMA employees and their dependants in order personnel and vehicles could be registered to Hungary.



5.6.1. Registration of personnel

Ministry of Foreign Affairs (MFA) requests a form to be filled out by all official (Form „D” - <http://www.kulugyminiszterium.hu/dtweb/Iratok/d.doc> - for diplomats and Form „A” - <http://www.kulugyminiszterium.hu/dtweb/Iratok/a.doc> - for administrative) as well as for dependants (Form „D” - <http://www.kulugyminiszterium.hu/dtweb/Iratok/f.doc>). These forms has to be signed by NAMA Deputy General Manager (currently being the head of mission in Hungary) and with photos attached together with copies of passports submitted to the MFA Protocol Office.

An other form (<http://www.kulugyminiszterium.hu/dtweb/Iratok/Fa.pdf>) should also be submitted with the above mentioned forms.

Based on the provisions of the „Agreement between the Government of the Republic of Hungary and the North Atlantic Treaty Organisation on the installation and operation of the NATO Airlift Management Organisation in the Republic of Hungary”, NAMA officials will be provided with a special identity card, certifying that they are officials of NAMA, enjoying the privileges and immunities as specified in the Agreement.

MFA provides the above mentioned Diplomatic IDs to all of the employees and dependants within 30 days in the MFA Protocol Office in Budapest showing original passport, while address cards will arrive in postmail. This process is free of charge.

5.6.2 Registration of vehicles owned by NAMA employees or dependants to Hungary

STEP 1: MFA has a Vehicle Announcement Form (4 copy color form, originals are available at CLO) which contains all the personal data of the employee and some technical data of the vehicle he/she would like to register in Hungary. MFA authorizes the registration and certifies that your car can have a DT (diplomats) or CK (administrative) plate.

STEP 2: The certified MFA form has to be submitted to the Central Registry Office together with copies of original vehicle documents to request the production of the plate number. It is needed since we are a new agency and rotation has not happened so far, no spare plates are available at the moment. Production takes some 3-4 weeks.

STEP 3: If the car arrives from non-EU countries or have a non-EU plate number on it, it has to go through customs procedures. This is a one day process done by an agent locally for some 20000 HUF.

STEP 4: During this plate production period, the vehicle has to be inspected in Veszprém at the National Transportation Authority who certifies that the vehicle is EU standard. For those who bring non-EU standard vehicles, all non-standard parts (turning lights, front light, etc) should be

changed to EU standard ones. If the manufacturer does not produce EU standard parts, an exemption has to be requested from NTA and some manufacturing things to be done to fulfill the minimum requirement. If NTA approves, the vehicle can get the certificate with the exemption. For this inspection a fee has to be paid, around 30000 HUF, depending on the originating country.

STEP 5: Insurance: by the time the plate number is ready, a Hungarian third party liability insurance has to be in place. It can be done locally, takes no more than 2 hours, CLO can assist you.

STEP 6: Registration: in the Central Registry Office in Budapest, the original plate numbers and vehicle documents are changed to Hungarian ones. You can decide to take care of the old ones sending back to the issuing authority or ask the office to do it. A statement has to be signed if you would like to take care of it. As soon as the new plate numbers are given to you, they can be installed and you are free to use your car. This is a free of charge process.

CLO can take care of all the processes if we get an authorization signed by you. We can submit personnel forms, pick up diplomatic IDs, request plate numbers, take cars to Veszprém, help to find insurance company and do the vehicle registry.

5.7 Registration to Hungary (HAW members and dependants)

All the dependants of the members of the Heavy Airlift Wing (HAW), e.g. wives and children have to complete a registration process regulated by Hungarian National Law. This process is different depending on the citizenship of the dependant, so citizens of a member state of the European Economic Area (27 EU member states, Iceland, Liechtenstein, Norway and Switzerland) or citizens of the United States of America have to follow different procedures.

A common thing in both procedures is that the commander of the HAW notifies the Ministry of Defence about the arrival of dependants providing the name, date of birth and the nationality of the dependants. The Minister of Defence of the Republic of Hungary issues a Certificate stating that dependant is staying in Hungary due to his/her relation with a member of the HAW and sends the required certificate to the Customer Service of the [Office of Immigration and Nationality](#) (OIN) in Veszprém. This is the base of the dependants' registration in Hungary.

5.7.1. Citizens of EEA Nations

For citizens of EEA member states, a form called „[Form for issuing registration certificate and reporting accommodation](#)” should be filled out. There is also a need to present personally the valid passport or ID card and the proof a valid accommodation, e.g. signed Lease Agreement about renting a house or apartment and bring a photocopy of the HAW member's passport. Based on the data provided on the form, in the Lease Agreement and the photocopy of the HAW member's passport, officials of the Customer Service of OIN in Veszprém issue a Residence card within 20 minutes per person and dependant gets an Address card via mail from „Központi Okmányiroda” (Central Office of Documents) within a couple of weeks.

5.7.2. Citizens of third countries (non-EU nations)

Citizens of third countries have to fill out the following forms and provide them personally to the Customer Service of OIN in Veszprém together with a valid passport and a standard size ID card photo, as well as a photocopy of the HAW member's passport:

- [„Application for residence permit for purpose of family reunification”](#) and
- [„Accommodation reporting form for third country nationals”](#) (no downloaded form can be used, original copy of the empty document and an English translation is provided by the NAMA Community Liaison Officer)

The officials of the Customer Service of OIN in Veszprém cannot issue the necessary documentation directly to the third country dependants but accept forms and pass them to the Regional Office of OIN in Székesfehérvár who is entitled to handle the request of third country citizens. They will provide a vignette for the dependants and send it to the place of the hand-in of the forms, e.g. to the Customer Service of OIN in Veszprém. Dependants have to go back to the Customer Service of OIN to Veszprém after being notified through the NAMA CLO to have the vignette been stucked into their passports.

Important to know, that third country dependants will not be provided with a Residence card or Address card. The vignette in the passport has the same function as the Residence card, and a stamped copy of the „Accommodation reporting form for third country nationals” returned back to the dependant functions to prove address.

Chapter

6

Housing

6.1 Finding a house

In the first couple of days of stay in Hungary you should take care of one of the most important things, a place to live in Pápa. It is not easy to find an appropriate place. Three real estate agencies and NAMA Community Liaison Office will assist you.



The real estate websites are code protected due to security reasons, for further information, please contact NAMA CLO, as the main housing function. All the premises offered for rent are security checked, the owners have to go through a background checking to avoid risks.

6.2 NAMA CLO Housing Office

With the common understanding of the participating nations, NAMA CLO as the main housing function starts to run an own database of offers trying to eliminate the profit oriented agents from the housing process. Although this is a plan only, some basic steps have already been taken and the database is slowly being built.

6.3 Rent

As a baseline, contracts are signed by tenant and host, the legally binding contractual relation is between the two parties. There is always a negotiation of the contract details following a general contract template designed by participating nations.

Of courses, cases are different, but as the baseline concept, the template is actualized according to the contract negotiation. The contract has a special clause allowing to terminate it with a 30 day notice due to redeployment to the home nation and also a general termination period of 60 days without explanation.

Be prepared to pay two month deposit, it will cover the damages on the premise. When the contract is over (expiration, termination) tenant and landlord have to have an agreement on the deposit to be paid back or used to repair damages caused by the tenant. General maintenance issues are to be covered by landlord.

The premises are insured by a third party liability insurance paid by landlord, but your belongings are not covered. If you wish your belongings to be covered, you have to have a contract with an insurance company.

6.4 Utilities

6.4.1 Heating

Most houses have central heating powered by gas or wood/coal. If it is powered by gas, a contract has to be signed with the local gas provider. Provider officially reads the meter when moving in, after that once a year.

You can choose from different options on payment (postal check, automatic bank transfer, netbanking) and also on the invoiced gas consumption (11 invoices with same amount followed by a balance invoice or have the meter reading stated by you every month and pay the actual usage).

As an average price, a cubic meter gas costs 130 HUF.

6.4.2. Electricity

Just like for the gas, a contract has to be signed with the local electricity provider. Provider officially reads the meter when moving in, after that once a year.

You have the same options to choose the payment method (postal check, automatic bank transfer, netbanking) and also the consumption (11 invoices with same amount followed by a balance invoice or have the meter reading stated by you every month and pay the actual usage).

As an average price, a kilowatt electricity costs 50 HUF.

6.4.3. Water/Sewage

Similar to the gas or electricity service, a contract has to be signed with the local provider. The invoice comes in every second month with a balance invoice in spring. It means that the reading is officially read only once a year. One invoice contains the price of the used water and calculated from the consumption the cost of using the public sewage system.

6.4.4. Garbage

Garbage is removed once a week, always on the same weekday. The day of the removal depends on which part of the town you live. The average fee for the garbage removal is 2000 HUF per month. The provider sends postal checks twice a year; garbage removal has to be paid for 6 months.

There are recycling posts in the town where you can leave your selected garbage, putting them into the appropriate color containers, or one of the supermarket runs a program to accept empty plastic bottles and beer cans for a couple of HUF per piece.

6.5 Services

6.5.1. Telephone

In the Pápa area, all the 3 Hungarian mobile phone providers are available (Vodafone, Telenor and T-mobile). Vodafone and Telenor can provide only prepaid service. With T-mobile, for those who work on the airbase in the international community, and also their dependants may have a special subscription called 'family package' for a very reasonable price.

More information:

Mr Robert CZIGÁNY

NAMA IS/Comm Section

rczigany@nama.nato.int

6.5.2. Internet

Several companies are to provide internet service in Pápa. They provide cable internet or WLAN, but some services are available in certain parts of the town only. There is a need for a contract, you can get discount if you sign a definite end contract, like 1 year or 2 years term.

6.5.3. Cable TV/satellite

Mostly the same providers who provide cable internet, they also provide cable TV services also in different packages from only a few channels to more than 40 channels. In Hungary most channels are translated, even HBO, Discovery or National Geographic.

Another option is to bring your own satellite dish and decoder box, install the dish and enjoy your home channels. It is allowed to install the dish onto the rental premise; the only condition is that after removing it, the original condition has to be restored.

Chapter

7

Privately Owned Motor Vehicles

7.1 Vehicle registration in Hungary

If you are NAMA employee, please see 5.6.2 on vehicle registration.

If you work for the HAW and bring your POMW to Hungary, you cannot register it to the Hungarian system. The only reason of it is that since you do not go through the immigration process, you as a person are not registered to the Hungarian system, therefore your property cannot be registered either.

You can use your car with the original plate number you have on it.

If you want to buy a car and are married, your family members go through the process of the Office of Immigration and Nationality, they have residency permission and address card, so they can buy a vehicle in Hungary which is registered to the Hungarian system, meaning having a Hungarian plate number. In this case they will be the owner, they will pay insurance and yearly tax to the townhall. Your family member can “lend” the vehicle to you to use.

7.2 Parking

7.2.1 Parking downtown

In Pápa there are a couple of parking zones in the downtown marked with the proper signs where drivers have to pay for parking. These zones are indicated in the map of Pápa. It makes a difference to leave the vehicles in Zone „A” or Zone „B”, since there is a difference in the parking fees.

Parking fee can be paid on scene by cash, parking tickets can be bought from parking machines. The amount of the money to be paid is always depends on the length of the period the car stay in a parking place. Drivers always have to estimate the time they will be away and buy the ticket accordingly in advance.

For those who live within the parking zones, Pápa Town Hall offers a discount yearly parking ticket for 6200 HUF. Town Hall issues the discount yearly ticket only for those who show a valid Lease agreement with an address within one of the Zones. Only one discount yearly parking ticket per address can be purchased.

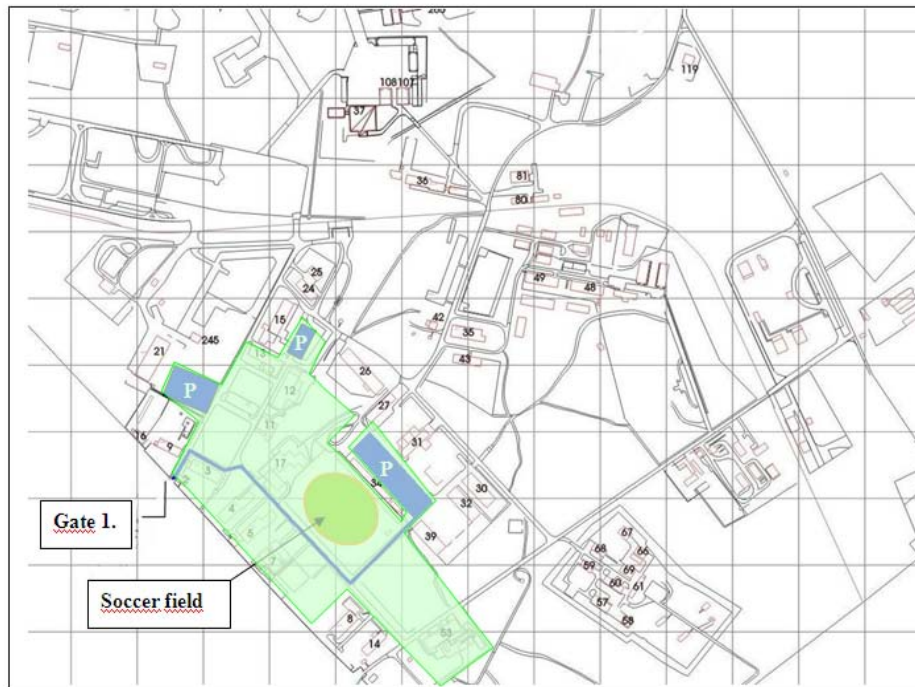
It is also possible to buy a yearly parking ticket for those who live outside the Zones. There are two types of yearly tickets being sold, one of them is valid for only one plate number, it costs 80000 HUF and the other is for multiple plate numbers, it costs 132000 HUF.

The tickets bought on scene or the yearly parking tickets must be kept in a visible place behind the windscreen during the parking. To avoid future misunderstanding we advise you to keep the bought parking tickets for a one-year period.



7.2.2 Parking on base

On the base there are some parking places designated to be used. One of them is on the left side after entering main gate, the other is close to NAMA/HAW offices, behind the football field. Parking is prohibited in the office area other places than mentioned.



7.3 What to do in car accidents?

As a general information, police should be called to the scene whenever:

- Parties cannot agree on the responsibility
- Injured personnel
- Damage above 100.000 HUF



Whenever an accident has happened, involved parties have to fill out the Accident Report Form (blue-yellow form) and sign it stating that accept responsibility or not. If parties cannot agree on who is responsible for the accident, police should be called to come on scene

Practically NAMA CLO helps whenever an accident is happening if we are called to help.

7.4 General rules of driving

7.4.1 Alcohol/drugs



In Hungary, traffic law is very strict on the consumption of alcohol or drugs before or while driving. ZERO tolerance applies on alcohol and drugs means that there is no excuse when driving drunk or under the influence of drugs.

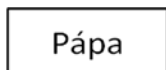
Police is authorized to make stop and go inspections any time, any place. During these inspections they check all the documents and make breathalyzer test of the driver.

If you are caught on driving under influence and your breathalyzer test is positive, you will get a ticket or they decide to take other legal actions, which can finish with the withdrawal of your driver license. If you do not want to blow the breathalyzer test machine, you have a right to oppose and not to blow, but in this case you will be taken to the closest hospital for a blood test.

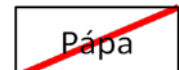
As a general rule paying to the policeman on scene is strictly prohibited, even if he is requesting money from you. Never pay on scene, even if you get a statement on the cash handover, legally it is considered as bribery. You always have to pay at the Post Office.

7.4.2 Speed limits

In Hungary, speed limits apply as follows:



50 km/h within city limits, no matter if it is a town or village



90 km/h on country roads, on Road 83 to Győr, as an example



110 km/h on highways (sometimes 110 km/h is authorized on country roads if there is a traffic sign, like on Road 8 near Veszprém)



130 km/h on motorways, roads marked with M, like M1 between Győr and Budapest, as an example

7.4.3 Safety belt

Safety belts always have to be used by all the personnel in the vehicle if they are built in by the manufacturer.

7.4.4 Mandatory accessories in the car

- Triangle to be used in case of a breakdown
- Emergency first aid kit
- Visibility vest for the driver in hand-reach distance
- Spare bulbs for the lights

Chapter



Activities

8.1 Medical facility

To be detailed

8.2 Dining hall

Pápa Airbase has a new dining facility capable to provide food for 1200 personnel, from which 160 personnel can use it at the same time. Currently they are providing 3 daily menus (mostly Hungarian dishes) consisting of a soup of the day and a main dish for 605 HUF. If you prefer a'la cart food, you can choose from 11 different dishes.

The dining facility is able to host events, lunches and to support visits of delegations.

8.3 Sports/recreation programmes

To be detailed

8.4 Multinational Family Center

To be detailed

8.5 Religious Activities

To be detailed

Chapter

9

Education

9.1 Nursery

Nursery is the part of basic children welfare, the designated facility, Fenyveserdő Nursery performs expert care and bringing up of children are brought up in a family, between 20 weeks and 3 years.

All children can be registered in the Nursery to that parents who are not able to provide daytime care for children due to any certain reason.

9.1.1. The basic mission of care and education:

Promoting of the healthy physical growth:

- necessary creating of healthy and safe surroundings for growth
- supply of primary, basic demands as individual request
- sanitary regulations and measures, adjustment to surroundings and the developing of basic hygiene

Promoting of the emotional growth and socialization:

- provide cheerful atmosphere
- creating affectionate and safe emotional relationship between children and nursery teacher
- supply of individual needs in a group position
- acceptance of living together and social relationship
- creating the right conditions for making common experience with group mates

Promoting of the process of getting acquainted with:

- providing possibility of suitable activity according to age and interest of children
- assistance for independent activity and creativity
- providing knowledge
- supporting pay attention with assistance and encourage of the children's activity

- supporting situation-solution behavioural pattern and experience during common activity according to children's demand

9.1.2. Catering

The Nursery provides children with meal 4 times a day under strict rules (The basic raw material included imposing). The Nursery catering is set up by the head of the Nursery and Nursery paediatrician, with taking the modern nutritional principles into consideration. The menu is designed for daily energy and nutrient content of 65% should be provided.

9.1.3. Open-air policy

To the healthy development of the children it is essential to stay open air. According to this, the children spend a lot of time in the courtyard. From spring to autumn outdoor sleeping is provided, but below -5 C° or in stormy wind or fog, they stay inside.

9.2 Kindergarten

The goals and tasks of the education in all the kindergartens in Hungary are determined by the National Program. Kindergartens have their pedagogic program implemented based on these goals and tasks keeping in mind the special local aspects. In Hungary, children go to kindergarten from the age of 3 to 6. Only those children are allowed to go to kindergarten who are toilet trained and able to have a meal individually.

9.2.1. Education in kindergarten:

The goals of the education in kindergarten are to improve childrens' capabilities in many areas, to establish and accept community life and to be able to act individually.

Kindergarten education in Hungary is child-centric, it takes into consideration the differences between children, such as different age, different physical and mental requirements, different maturing process. In the class, a teacher is taking care of the order and safety, while he/she organizes different activities, plays games with the children and motivate them through these activities to improve their language skills, to learn mathematics, to rise interest to the sciences, as well as learning music, arts (mainly drawing, painting, visualisation), and to understand and learn social norms.

For those children who spent their time mostly at home before, kindergarten provides an education on how to get over the distress among foreign people if their parents are not in the vicinity, how to communicate, how to play or behave with others. After they got over this distress, friendship starts to evolve amongst the children playing together. From the very first day in the kindergarten, children are educated to act individually, to learn how to do tasks individually and correctly.

The designated kindergarten is called Fay Kindergarten, where 3 multinational classes are formed from children of the local community and the SAC nations. Classes may consist of either children of the same age (homogeneous) or different age (heterogeneous). The maximum number of children in a class is 25 which can be overrun with 20%. Every class has a classroom, a changing room and a bathroom. The kindergarten also have a commonly used gym.

9.2.2. Opening hours

Kindergarten is open from 06:30 till 17:00. Children usually arrive before 08:15. Children can only be picked up at the end of the day by persons previously authorised by the parents. This authorisation and the telephone number has to be provided to the kindergarten in the enrollment process. Children can finish their day before or after lunch and any time after the mandatory sleeping period in the afternoon.

9.2.3. Daily routine

06:30 – 09:00	Playing games, free activities lead by the teacher
09:00 – 09:30	Packing, doing exercises
09:30 – 09:45	Washing hands, morning snack
09:45 – 10:15	Group discussions, fairy tales and English language learning
10:15 – 11:45	Changing clothes, open-air activities
11:45 – 12:45	Changing clothes, washing hands, lunch, cleaning teeth, changing to pijama
12:45 – 14:35	Fairy tale, sleeping, rest
14:35 – 15:15	Changing clothes, making the room, washing hands, afternoon snack
15:15 – 17:00	Playing games, free activities lead by the teacher, in good weather in the yard

9.2.4. Enrollment

- Step 1. Visit the kindergarten and inform them about the intent to enroll the child
- Step 2. Official notification from the kindergarten within a couple of days
- Step 3. Official enrollment with the necessary documents on the designated day
- Step 4. Meeting with parents to discuss starting date

Documents of the child necessary for the enrollment: passport, birth certificate, residence permission, address card, vaccination report, certificate from pediatrician not older than 3 days

9.3 Primary school

To be detailed

9.4 Secondary school

To be detailed

Chapter

10

Local area

10.1 Currency

The official currency of the Republic of Hungary is Hungarian Forint (in short format: Ft or HUF) and its change, the fillér. 1 Forint equals to 100 fillér.

Coins of fillér has been withdrawn from use, just as 1 and 2 Forint coins. The coins in use are: 5, 10, 20, 50, 100, 200 forint coins.

Although 7 different banknotes are issued: 200, 500, 1000, 2000, 5000, 10000, 20000 forint banknotes, it is very difficult to have all types of them since the withdrawal of the 200 forint banknotes is ongoing.

Special coins and banknotes are distributed in special anniversary years or events, therefore you may find a small number of coins and banknotes in use with a different back side.

Current official exchange rates can be found on the webpage of the Hungarian National Bank. The current rate is between 270-285 forint. Exchange rates may differ from it depending on the financial politics of banks and exchange offices. To avoid hassle with currency exchange, an alternative is to use internationally known and accepted credit cards for payments in Hungary.

10.2 Value Added Tax

In Hungary, the value added tax is 25% generally; however some food products made of milk or wheat are taxed with 18% while human medicines are taxed with 5% VAT.

The international staff of NAMA working in Hungary are entitled for VAT reimbursement.

More information:
Ms Krisztina VARGA
NAMA Finance Office
kvarga@nama.nato.int

10.3 Markets

In the downtown of Pápa, a fresh vegetable market is open on Tuesdays, Fridays and Sundays, where you can buy products from the local and surrounding communities, vegetables, flowers, eggs, honey, fresh milk or meat products.

The flea market is open in the suburb on Wednesday and Saturday mornings.

10.4 Shopping

Many of the big western European companies are present in Pápa. You can find numerous supermarkets and department stores in the town (TESCO, INTERSPAR, ALDI, LIDL, etc.) as well as small shops or special stores selling different kind of products, car dealers, flower shops, family run grocery stores, paint shops, etc.

Many shops offer assistance in English or German, and more and more accept cards as the method of payment.

10.5 Restaurants

As the town is growing, more and more new places open. You can find many types of restaurants and places to eat at from the cheap places offering Hungarian style daily menus only to the restaurant of a three-star hotel. You can eat traditional Hungarian food, but the menu cards usually contain dishes from the international cuisine, as well. The menus are available in English in most places.

10.6 Banking

While you stay in Hungary, it makes your life easier to have a Hungarian bank account. Many banks are available offering dozens of different bank services from the simplest standard account to the special investment accounts. Most of the banks employ at least one English or German speaking bank clerk.

10.7 Pharmacies

There are many pharmacies available in the town, most of them are open in working hours but in a rotation system you can always find one open, even in the middle of the night.

10.6 Nearby towns

- **Győr:** *To be detailed*

- **Veszprém:** *To be detailed*