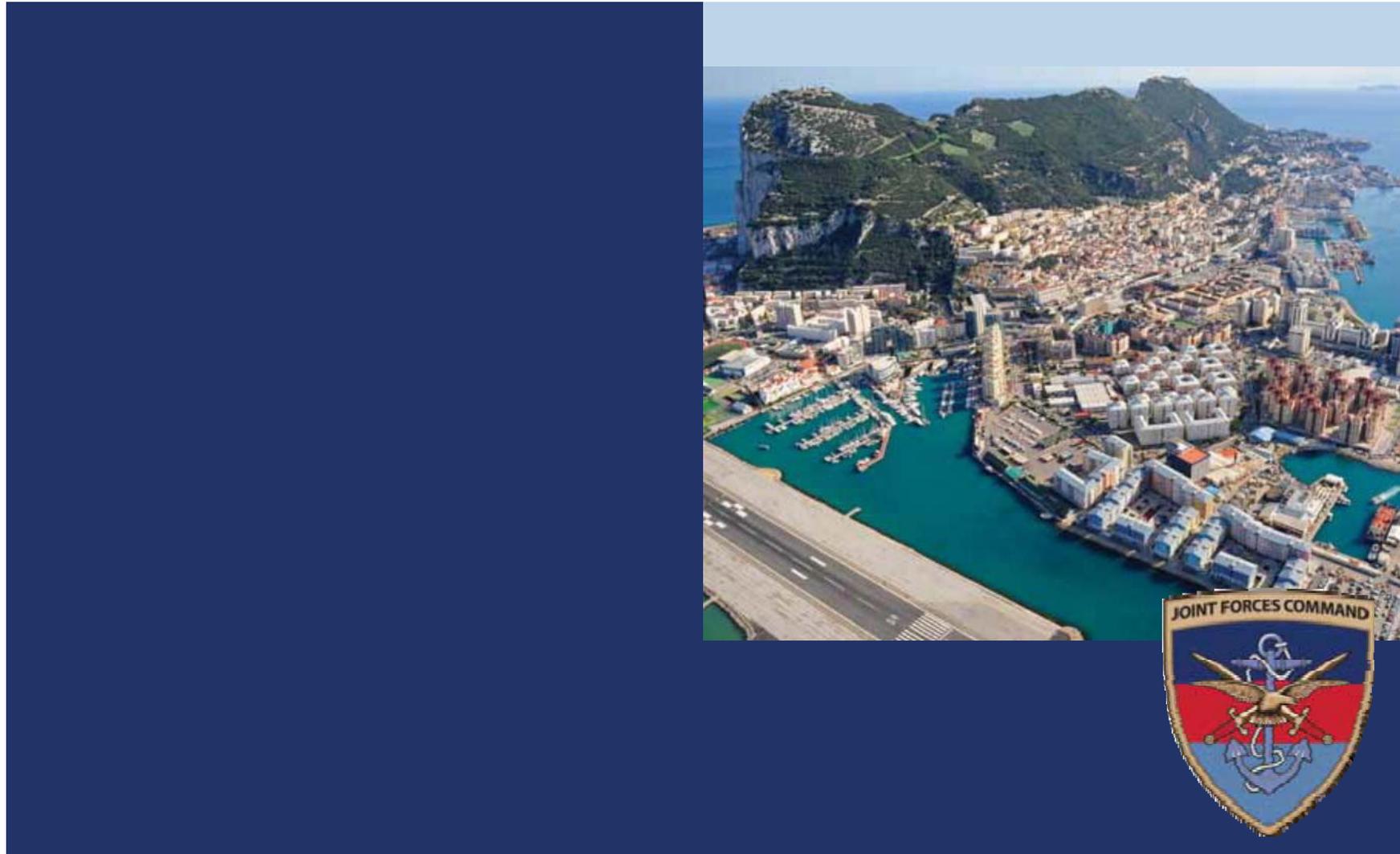


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2013



FOREWORD

It gives me great pleasure to welcome you to Gibraltar. I know that your time here will be both busy and rewarding. For many of you, it may be your first exposure to a truly Joint Service Command, with Royal Navy, Army and Royal Air Force personnel, as well as UK-Based and Locally Employed Civilians, all working together to achieve the missions and objectives set by Commander Joint Forces Command.

I hope you will find this booklet a useful guide and something that you can refer to from time to time in the future. I strongly recommend that you read it in depth to prepare you as much as possible before you arrive. The information contained herein may raise further questions. These should, in the first place, be directed to your line manager who will be ready to assist in providing you with more information, guidance and reassurance.

I very much look forward to meeting you.

Commander British Forces Gibraltar



This handbook may contain official information and should be treated with discretion by the recipient.
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PRE ARRIVAL CHECKLIST

- If your sponsor in Gibraltar has not contacted you, make contact with them. If you do not know who to contact ring (Mil) 9231 98531 5239 Joint Admin Office Gibraltar for advice.
- Contact your current Admin Office to initiate travel, removals, storage arrangements. RN personnel are to contact the Relocations Office HMS Nelson.
- If serving accompanied in Gibraltar you must contact the Family Movements Cell at MoD Abbey Wood, Bristol (Mil) 9679 81013 or (Civ) 0306 7981013.
- Check your passport expiry date(s) and ensure that any non EU passport holders check current visa requirements.
- Check that your sponsor has booked Single Living Accommodation if required.
- Submit an application form for Service Families Accommodation to Gibraltar Families Housing Office if required.
- If bringing school aged children to Gibraltar contact the School's Liaison Officer.
- Check that you and all dependants have a valid EHC (European Health Insurance Card) Apply online at www.ehic.org.uk
- Ensure you bring/order the correct uniform in accordance with single service guidelines.
- Obtain JPA P001 (Compassionate Travel from Overseas) card from your present unit and ensure that your relatives are given this card prior to departure.

POST ARRIVALS CHECKLIST

- Register at the Medical/Dental Centre (PRMC).
- Complete arrivals paperwork at the Joint Admin Office including car importation process and obtain residency card(s).
- Complete JPDU induction to use sports facilities.
- If using Service Vehicles ensure that your MoD driving permit is endorsed at the MT section.
- Contact your Authorised Demander (AD) and ensure your DII account is updated.
- Complete Gibraltar Induction on-line
- Contact your workplace SHEF Rep to complete workplace Health & Safety Induction.
- Visit the HIVE for local information – places to go, things to do.

MEDICAL SERVICES

Introduction

The aim of these notes is to familiarise you with the range of services provided in the Princess Royal Medical Centre (PRMC) located in Devil's Tower Camp.

Entitlement to Treatment

The following groups of personnel are entitled to register with the PRMC for treatment.

- a. Regular and Reserve members of UK HM forces posted to Gibraltar.
- b. UK based MOD civilians appointed to Gibraltar.
- c. UK based SSAFA personnel appointed to Gibraltar.
- d. UK based Services Education Authority Teachers.
- e. UK based British Forces Broadcasting Services employees.
- f. UK based NAAFI employees. (Limitations apply).
- g. Uniformed and civilian NATO personnel serving in Gibraltar.
- h. UK based Foreign and Commonwealth Office employees. (Limitations apply).
- i. Members of UK armed forces or NATO forces on exercise in Gibraltar.
- j. Dependants of a - i (spouse, children up to the age of 19 or 25 if children are in full time education).

Please note that visitors holidaying in Gibraltar as guests of personnel are not entitled to treatment. Entitled personnel and their families will still require a European Health Insurance Card (EHIC) for travel into Europe. Private medical insurance is recommended for all travellers to avoid liability for medical charges.

Also note that any staff employed by entitled personnel i.e. Au Pair's, cleaners etc are not entitled to care at PRMC and alternative healthcare must be arranged.

If you have any doubt or queries reference entitlement then please contact the Practice Manager.

PRIMARY CARE SERVICES IN PRMC

Registration

On arrival in Gibraltar entitled personnel and their families are to register at the earliest opportunity with the Primary Care Practice to avoid any delay in obtaining your previous medical records. When you register you should be offered an appointment with one of our practice nurses for a health screening check. This also allows discussion of any specific requirements that you may have and to identify any medication or other treatment that you may require. You will also be asked to complete a form that entitles you to treatment at the local hospital, St Bernard's Hospital, which is part of the Gibraltar Health Authority. You need to supply a passport-sized photo with your application.

Consultations

Consultations with practice doctors and nurses are by appointment only. Appointments are for 15 minutes, however if you feel you will need longer than that then please tell the reception staff. Please note that it is one patient per appointment. If you wish other family members to be seen please make an appointment for each. Also note that each 15 minute appointment is for one condition/injury. Please ask for a double appointment if you have two ailments. If patients have urgent problems they can be booked in to see a doctor on the same day, but there is no guarantee which doctor this will be and you may have to wait to be seen.

Children

Whilst visiting the PRMC it is the parents' responsibility to supervise their children especially if they use the play area.

Other Services

- Primary care offers the following services and clinics:
- Sick parade for service personnel (no appointment necessary) - 0800 - 0830 hours.
- Family planning and well woman clinics.
- Routine medical examinations and health screening including driving/diving and audios.
- New patient health checks.

- Childhood immunisation (SSAFA Health Visitor and School Nurse).
- Travel advice and immunisation.
- Asthma clinic.
- Smoking cessation.
- Full antenatal and post natal care (SSAFA Midwife).
- Child health surveillance (SSAFA Health Visitor).
- Physiotherapy and rehabilitation. Please note that access to Physio is by referral from a GP only.

Pharmacy

All prescriptions, including those from St Bernard's Hospital, are dispensed from the PRMC Pharmacy. If you are taking repeat prescription medications please let us know as soon as possible. Pharmacy can be contacted on Mil 5961. Civ 2005 5961

Opening Hours:

Winter hrs		Summer hrs
Mon - Thu	0830 - 1230 & 1330-1630	Mon- Fri 0830-1400
Wednesday afternoons	Closed	
Fri	0830-1400	

Out of hours services

An urgent GP service is available in the PRMC for cases that cannot wait for the next routine clinic however if you believe that you or a member of your family should be seen in an emergency you should call for an ambulance on 190 or attend Accident and Emergency (A&E) at St Bernard's Hospital directly. PRMC Reception can be contacted on Mil 5400 or Civ 20055400 for advice however if you are experiencing an emergency do not delay – phone 190 or go directly to A&E. If you are discharged from A&E out of hours with a prescription please call PRMC Reception first on 5400 before making your way to PRMC Pharmacy. Service personnel can only take Sick Leave authorised by PRMC.

Who does what - a brief description of some of our services follows:

Practice Nurse

The role of the practice nurse is to provide a confidential and professional nursing

service to the primary care practice population. This includes health screening of new arrivals, specific screening programmes, family planning and women's health advice, minor injury and illness clinics and specialist clinics in travel health and chronic disease. The practice nurse adheres to UK national screening programmes for cervical cytology and breast cancer.

Pharmacist

The Pharmacist provides a comprehensive, confidential pharmaceutical service for the entitled population. This service includes prescription dispensing, patient counselling and formulation of novel pharmaceutical products. The Pharmacist(s) are available for urgent out-of-hours prescriptions and advice.

Community Psychiatric Nurse

This service is an integral area of discreet practice within the Primary Health Care Team. The service aims to promote and maintain positive mental health. A visiting psychiatrist who holds a regular clinic at PRMC supports the service.

Health Visitor and School / Child Health Nurse

The SSAFA Health Visitor monitors the health, growth and development of children with particular emphasis on the under fives. She carries out Family Health Needs Assessments on families with children under five at first contact visit at home. The Health Visitor holds clinics in the PRMC and also visits at home. You can expect the Health Visitor to visit you at home after the birth of your baby and also when you arrive in Gibraltar if you have a child under 5. The School / Child Health Nurse completes school medicals and health promotion sessions in school. Immunisations are also carried out by this department according to UK national policy. Health Visitor (2005) 5243. School/Child Health Nurse (2005) 5455 Personal Assistant (2005) 5455.

Occupational Health Services

The Occupational Health Nurse is responsible for providing an occupational health service to MOD sites and MOD employed civilians, whether or not they are entitled to register with the practice for medical services. SOHNO (2005) 3044. Admin Officer (2005) 3204.

Community Midwives

Antenatal and postnatal community support is provided by MoD-employed midwives. All intrapartum care and obstetric support is provided by GHA at St Bernard's Hospital, who will have a copy of your notes and scans. During the working day PRMC midwives will be available for advice. Out of hours you should contact St Bernard's Hospital on 20072266 (ext 2126/2125) or attend the Maternity Department at St Bernard's Hospital in person.

Secondary Care Services in the UK

All non-emergency, 'elective', treatment is undertaken in the UK, normally at the Royal College of Defence Medicine (RCDM) Birmingham, but where and when possible near your home town. Some specialist clinics are supported by visiting consultants from the UK. Some diagnostic and laboratory tests will be done locally, either in Gibraltar or in Spain, however this is on a case by case basis.

Travel To or Through Other Countries Medical Insurance

You are strongly advised to obtain private medical insurance cover in addition to your EHIC for trips into Spain, Portugal, France and North Africa. You are also encouraged to advise visiting families and friends not on official duty (non entitled personnel) to be in possession of an EHIC and personal medical insurance.

Defence Dental Services (DDS)

The dental department employs one Dental Officer, one Dental Hygienist plus support staff. The department also supports regular visits from consultants in Restorative Dentistry, Maxillo Facial Surgery and Orthodontics. All entitled patients can expect to receive a full range of general dental care with referral to the specialist clinics where appropriate. Routine appointments can be arranged during normal working hours and out of hours emergency care is available by contacting PRMC Reception. Civilian patients and military dependants should note that charges are based on current UK NHS charges and the same exemptions apply. To make an appointment please call Mil 3406.

Police

Gibraltar is a small friendly location, but nevertheless crime does occur, albeit to a lesser extent than in the UK. Personnel should still take the usual precautions to

protect their property from theft and to protect themselves when socialising late in the evening, by calling a taxi home or staying in a group. In an EMERGENCY to summon one or the entire emergency services Police, Fire Brigade or Ambulance phone:

Military Line 2222 Civilian Line 199

THE JOINT PROVOST AND SECURITY UNIT (JPSU)

The Joint Provost and Security Unit is a tri-service Unit. The Unit is manned by personnel from the Royal Military Police, Intelligence Corps, RAF Police and RN Police and is commanded by OC JPSU, a Sqn Ldr of the RAF Police.

The Provost Section

The Provost Section comprises of a Special Investigation Branch element with personnel trained to deal with any serious crime involving Service personnel, their dependants and UK Based Civilians (UKBC's) subject to Service Law. It also has a General Police Duties Section, whose personnel are responsible for policing the military community within Gibraltar. In addition to investigating criminal offences committed within the garrison the section can also provide advice on Crime Reduction, Neighbourhood Watch, Road Safety and Victim Support. A property marking scheme is also available to assist in the protection of your valuables, a marking pack can be collected from the Europa Police Post. It is stressed that the Provost Section is the point of contact for all policing matters regardless of your particular Service. The Service Police Station is located on the 2nd Floor of Bldg 762 in Rooke. Contact Numbers for JPSU Provost Section are:

Military Police Station Mil 5760 or Civil - 20055760 during office hours or out of hours on mobile – 54762000.

WOIC Policing/Sgt SI Mil 5574/5024 or civil 20055574/20055024 during office hours. Out of hours via the Military Police mobile – 54762000.

The Security Section

The Security Section is also based at Rooke and comprises of specialist security staffs that carry out a number of security related tasks on behalf of HQBF Gibraltar. They are involved in providing security advice and assistance to Units. They are

supported by the Vetting Officer and the Pass Office. The Pass Office issues relevant passes to personnel and dependants requiring them; this includes passes for visitors to families serving in Gibraltar in order to ensure they can access married accommodation. All queries regarding passes and permits should be directed to the Pass Office during working hours on Mil 5786. It should be noted that the following opening timings apply to the Pass Office.

Winter Hours: Mon to Thurs 0900 - 1300 hrs, 1400-1600hrs; Fri 1000-1130hrs.

Summer Hours: Mon to Thurs 0900 - 1300 hrs; Fri 1000-1130hrs.

Contact Numbers for JPSU Security Section are:

Mil 5094 or Civ 20055094 during office hours or out of hours via the GDP Control Room on Mil 5026 or Civ 20055026.

Gibraltar Defence Police

The Gibraltar Defence Police are made up of locally recruited personnel; work directly for the MOD and perform a similar role to the Ministry of Defence Police (MDP) in the United Kingdom. They wear a similar uniform to the police in the UK (and the local Royal Gibraltar Police) except for their caps which have green and white dicing. Whilst similar to the MDP they operate under local legislation and have a full policing role throughout the Defence estate including Admiralty Waters and in certain circumstances more widely when acting in support of the RGP. The GDP carry out standard policing functions for the MOD and have specially trained officers carrying out firearms duties. In addition the Force has a dog section and a significant marine capability primarily focused on Admiralty Waters and the protection of vessels within them. Also under the umbrella of the GDP fall the Guard Service, who control entry and exit to most establishments. They wear a similar uniform to that of the police but with a clear security insignia. Contact (2005) 5026 the emergency number for the GDP and other emergency services from an MOD extension is 2222

Royal Gibraltar Police

The RGP are the locally recruited civilian police force which is the second oldest Police Force in the world after the Metropolitan Police. They wear a similar uniform

to that of police in the UK Their headquarters is at New Mole House, opposite the entrance to South Mole, while they have the Central Police Station at the southern end of Irish Town. They have the usual functions of a civilian police force (patrol, traffic, investigative, tactical firearms/special branch) as well as a marine section. The Force is locally recruited and enforces Gibraltar legislation Contact Tel 20072500. The emergency number to contact the police in Gibraltar is 199 or 112.

Police in Spain

There are a variety of Spanish Police forces, but all policemen should be treated with respect. When visiting Spain, if for whatever reason you are detained by the Spanish Police, identify yourself as part of the MOD community and ask to be allowed to speak with the GIBRALTAR DEFENCE POLICE (GDP). The GDP will be able to assist in translation and advise on the next course of action. From Spain the number for the GDP is 00350-(2005)5026.

Fire

The Local Authority Fire Service (City Fire Brigade) provides 24hr fire cover to all areas of the MOD estate in Gibraltar. The City Fire Brigade operates in exactly the same way as fire services in the UK and they can be summonsed to an emergency by phoning the following extension numbers: Military line 2222 Civilian line 190 Emergency calls are directed to an emergency control-room where the Controller will require the following information:

Name of caller

Address of fire and the exact location within the building/site (i.e. Room 316, top floor Bldg 69, HMNB)

Details about possible injured or missing persons

Details about the severity of the fire, amount of smoke etc.

The DFERS are responsible for the provision of all fire safety support (other than fire cover) to all areas of the MOD estate, and advice can be obtained from either the Command Fire Officer, (who can be contacted on extension 5072) or the Station Fire Officer and his staff on extensions 3362, 3469, or 3411.

BFBS

BFBS is the broadcasting division of SSVC - www.bfbs.com

BFBS Radio & BFBS Radio 2

We have two channels, which both operate 24hrs per day. BFBS Radio provides more than 40 hours per week of local programmes; our Gibraltar service is augmented by programming from BFBS UK. We also carry a comprehensive UK news service, on the hour, every hour. BFBS Radio 2 broadcasts programmes and news from the UK. The UK relay is via satellite, which also covers Germany, Cyprus, the Falkland Islands, Belize, Brunei, Northern Ireland, Canada, Iraq, Kuwait and Afghanistan.

BFBS Radio is on DAB Digital in the UK, on FM across the Forces world, on Sky Guide 0211, Freesat 786 and online at www.bfbs.com/listen, Smartphone users can download the free app at BFBS.com/app

BFBS Gibraltar is based at the Rooke site and personal callers are welcome, during working hours.

Office Tel: (2005) 5389
Fax: (2005) 5528
Studio phone in: (2005) 3201 or: (2005) 3202
Web: www.bfbs.com/gibraltar
Email: gib@bfbs.com

BFBS Radio

This is the 'pop' channel with an hourly news service from the UK. A series of 'sequence' shows throughout the day feature a mix of Forces-friendly music from the 60s to the present day, phone-ins, competitions and local information. Local frequencies are: 93.5 FM (for the airport area, DTC & 4 Corners), and 97.8FM (this transmitter serves all areas except the above, including Spain).

BFBS Radio 2

This is the alternative channel, which carries a mixture of BBC Radio 4 & 5 Live as well as BFBS UK's own produced material. Local frequencies are: 89.4 FM (for the airport area, DTC & 4 Corners), 99.5 FM (this transmitter serves all areas except the above, including Spain).

BFBS TV

BFBS Television is available via satellite in all married quarters and single living accommodation and screens a mix from the 5 main UK terrestrial channels, Sky. The service comes from BFBS HQ at Chalfont, St. Giles, Buckinghamshire. Our TV service is available across the rest of the Forces world and increasingly, on HM ships at sea. BFBS programme schedules are distributed throughout British Forces Gibraltar on a weekly basis and are also available from the www.bfbs.com website and on GIBLAN. If you need to report any faults to your television reception, please look at the info brief on TV Channel 17 or contact the 24-hour service desk on 2005 3300.

PERSONNEL MATTERS – MILITARY

You should report to the Joint Admin Office at Rooke as soon as possible after your arrival in Gibraltar.

Getting to Gibraltar

If you intend to fly to Gibraltar you should contact your current Admin Office to arrange flights (for RN personnel, your flights will be booked by the Overseas Support Office at HMS Nelson, you should contact them immediately upon receipt of your assignment order). You should note that your family, where applicable, will not be called forward to travel to Gibraltar until you have been allocated Service Families Accommodation; therefore it is essential that your Application to Occupy Service Families Accommodation (MOD Form 1132) is forwarded to the Families Housing Section, Joint Support Unit, BFPO 52 as soon as possible. If you are booked onto a flight that leaves UK early in the morning then you may be entitled to hotel accommodation the night before travelling. Contact your UPO/Admin Office for further advice. If you intend driving to Gibraltar you are entitled to claim Personal Arranged Passage (PAP) for yourself and eligible family members. All receipts for the official journey should be kept to claim re-imbursment on JPA. It is imperative that you contact your UPO/Admin Office for approval PRIOR to commencement of the journey. JSP 752 Chapter 4, Section 10 refers. Failure to obtain a letter of authority will prevent authorisation being given for reimbursement of expenses. A PAP is a duty journey and your vehicle must therefore be insured for business use. Details concerning the importation of vehicles into Gibraltar

can be found elsewhere in this guide. On arrival you should contact the JAO, to obtain a full brief on the requirements. You are to note that subsistence of any form is not authorised for PAP.

Pay and Allowances

Details of current local overseas allowances together with entitlements to disturbance allowance, removal expenses and storage rebates, legal expenses for selling your current property, obtaining a housing re-entry certificate and other allowances you may be eligible for should be obtained from your present Unit Personnel Office/Admin Office. It is imperative that all relevant paperwork should be completed prior to arrival in Gibraltar.

Get You Home (Overseas)

During assignments to Gibraltar members of the UK Armed Forces and their family are eligible for the GetYou Home (Overseas) package as appropriate. The allowance can be used to travel back to the UK with eligible family at public expense. The entitlement is one journey per assignment year. Further details are available either from your current Admin Office or on arrival the Joint Admin Office.

Emergency and Compassionate Problems

For emergencies that arise at home, relatives and Next-of-Kins/Emergency Contacts should be made aware of the appropriate telephone numbers for assistance. You must acquire JPA P001 (Compassionate Travel from Overseas) card from your present unit and ensure that your relatives are given this card prior to departure. Encourage them to retain the card next to a telephone, as in the event of an emergency, they will be able to contact the Joint Casualty and Compassionate Centre (JCCC) at RAF Innsworth, who will ensure that any crisis is appropriately dealt with. Contacting any other organization can lead to delay. In the unlikely event that Card JPA P001 is not available, relatives should be advised to contact the JCCC on +44 (0)1452 519951.

Military Uniform requirements

RN - A full set of Tropical Uniform should be obtained prior to arrival.

Army - Warm Weather Barrack Dress (No 7 Dress) is normally worn from May to

October with MTP/CS 95 normally worn during the cooler months. Officers and WO1s should request No 4 Dress (Warm Weather Service Dress) from the Garrison Clothing Stores at Aldershot Tel Mil 3711; WO2s and below should obtain No 6 Dress (Warm Weather Ceremonial) on arrival. No 11 Dress (Warm Weather Mess Dress) is also required by Officers, Warrant Officers and SNCOs. A warm weather dress allowance is payable to officers who are posted from the UK for the first time to a qualifying overseas station; this should be claimed through the Joint Admin Office.

RAF - No 2 Service Working Dress is worn during the cool season, October until mid May, the remainder of the year No 7 Service Dress Warm Weather Areas (KD) is worn. Bush Jackets, trousers and black shoes are worn on ceremonial occasions and at official functions. Officers and Warrant Officers must be in possession of No 6 SD uniform prior to arrival in theatre.

Finance

The currency in Gibraltar is based on the £ Sterling. Gibraltar Government bank notes and coins are used. Sterling is completely interchangeable with them, but Gibraltar notes and coins are not legal tender in UK (although they can be exchanged in any Bank). Spain recognizes Gibraltar currency but at a vastly reduced rate, therefore when exchanging money in Spain it is advisable to use UK currency. There are numerous currency exchange kiosks in Gibraltar and they do not differentiate in their exchange rates between local and UK currency. The following Banks are represented in Gibraltar: Nat West, JYSKE, Royal Bank of Scotland, Barclays, Hambros. It is recommended that you retain your current bank account(s) until you have been in Gibraltar for a while and have been able to judge whether you require to open a local bank account. Some local banks require a minimum balance or charges are incurred. Cheque cashing facilities are offered through the Cashier in the Joint Admin Office (JAO) for your first 8 weeks only. During this period you may cash cheques up to the amount of your net monthly salary in any one month and there is no charge. On completion of this 8 week period you will be required to make alternative arrangements to obtain cash. The NAAFI and Morrison's supermarket offers a cash back system when you use a Debit Card (Switch/Delta etc). Building Societies - The Newcastle Building Society and Leeds Building Society offer competitive rates of interest on Savings Accounts but again it is advisable to shop around. The Norwich and

Peterborough are also represented in Gibraltar. Cash Points - There are various Automated Teller Machines (Cash Points) offering Visa/ MasterCard/Cirrus etc. Be aware that some charge an administration fee. Credit Cards/UK Cheques - Most of the shops accept credit cards, but the use of cash on certain items may offer you a better deal/return. Many shops/businesses will also accept UK cheques when you have a Gibraltar address.

BFPO Counter Services

The BFPO counter is situated within Devils Tower Camp (DTC). The opening times for the counter service are as follows:

Ser (a)	Winter Hours			Summer Hours	
	(b)	(c)	(d)	(e)	(f)
1	Mon Tue Thu	Wed	Fri	Mon Tue Thu Fri	Wed
2	0830 - 1230 1330 - 1530	0830 -1230 1330 -1430	0830 -1330	0830 -1200	0830-1330

Services Available

The BFPO offers a similar service that you would expect at any Post Office in the UK e.g. the sale of Postage Stamps and Postal Orders, withdrawal of cash and Money Grams. The BFPO can also cash Santander Cheques with a guarantee card. Unfortunately, we do not cash Child Benefit payments and you are advised to contact the Joint Admin Office (JAO) for further information regarding Child Benefit, DHSS Payments.

Post Boxes

There are 5 post boxes which are located at Buena Vista, ROOKE, Europa Point, Four Corners and Devils Tower Camp. These boxes are cleared once daily to connect with flight schedules to UK. Items that are posted in these boxes should only have

UK Postage Stamps affixed. Items with Gibraltar Postage Stamps affixed should be posted in the Gibraltar post boxes. Mail addressed to NI/EIRE must be handed into the BFPO/ or Unit Post Orderly.

Addresses

To ensure that your mail reaches you with the minimum delay, you must ensure that your mail is sent to your correct unit address. Below is an example of the correct address to use (Gibraltar Squadron has their own BFPO number, everyone else uses BFPO 52): There is no requirement to write Gibraltar within the address, doing so will cause a delay in receiving any mail. Do not address mail to your Married Quarters or Messes, mail received to Quarter/Mess addresses will inevitably be delayed.

The correct address format is as follows:

12345678, LCpl Smith,
PC TP RLC
JSU
BFPO52.

Mail for Dependants
Mrs Smith
C/O 12345678, LCpl Smith,
PC TP RLC
JSU
BFPO52.

Shadow Postcodes

All BFPO numbers have been issued with shadow post codes to assist with the provision of web-based commercial products & services and to improve credit rating referencing by agencies. The following DIN 2012DIN01-103 has full details. Personal mail being sent by family etc must not use the shadow post code.

Import Duty on Parcels and Packets

You are advised that Gibraltar Customs charge import duty on items being

delivered through the post. The current charges can be found on GibNet. Timings for collection of Customs parcels are as follows:

Ser	Winter Hours		Summer Hours
	(b)	(c)	(d)
1	Mon - Thu	Fri	Mon - Fri
2	0830 – 1130 1500 - 1600	0830 – 1100 1230 - 1330	0830 – 1100 1230 - 1330

You will be informed by email if you have an item that requires duty payable. Once you receive an email you are requested to collect the parcel within 48 hrs. As you will appreciate, this is a very complex subject, so to prevent confusion, please contact the BFPO at DTC should you require further information.

Loss/Damage/Delay

Should you experience Loss, Damage or Delay to your mail, please contact the BFPO at DTC where you will be advised on the correct course of action to take. If damage has occurred please retain all the wrapping and packaging as this will assist in your claim. It should be emphasised that the decision for compensation with regard to irregularities to your mail lies fully with the Customer Care Unit at RAF Northolt, BFPO London.

Community Support

The Community Support Team is located on the first floor of block 762 Rooke Site. The team provides a range of specialised functions and services aimed at enhancing the wellbeing of all MOD personnel. Brief details of some of the services follow:

Joint Social Work Service

The JSWS is provided by SSAFA Forces Help and The Naval Personal Families Service. Two fully trained and highly professional social workers provide a comprehensive and confidential social work service for single and married personnel and their families. This includes individual counselling, couple work, special needs and assistance with a range of family problems. The social workers also provide a statutory safeguarding service in line with that available through local authority

social services in the UK. This includes assessments of children in need, child protection investigations, fostering services for emergencies and respite care (including assessing prospective foster carers) and some adoption work e.g. provision of reports for UK agencies. The social workers liaise closely with SSAFA Forces Help/NPFS and other colleagues in the UK and overseas. They also call on the assistance of the SSAFA Volunteer Service, which has voluntary caseworkers throughout the UK and the Republic of Ireland. These caseworkers can be used in a number of ways e.g. if you are worried about relatives at home, or they are worried about you, contact can be made quickly. The SSAFA Forces Help Senior Social Work Practitioner is responsible for the Inspection and Registration of Day Care Provision and Childminding within the command. The aim of registration is to ensure children are safe and well cared for in whatever type of provision they attend. Providers and provision are registered in line with the National Standards in the UK. If you have been a childminder, foster carer or volunteer previously or are interested in finding out more about these services, please make contact on (2005)5136 – SSWP1 (NPFS) (2005)5954 – SSWP2 (SSAFA) (2005)5481 – JSWS PA (2005)5422 - Fax If you wish to speak confidentially with a social worker on any matter contact JSWS PA who will then arrange for a social worker to call you.

Youth and Community Services

Currently the MOD community in Gibraltar are provided with comprehensive community and youth services. There is a full-time (professionally qualified) Community Development Worker (CDW) embedded within the CST who can be contacted on Ext 5756. The Community Development Worker provides a wide range of services and relies heavily on volunteer helpers. If you wish to volunteer please contact the CDW on the number above. Details concerning the Youth Club and Community Centres are to be found in PART 3 of this guide.

Employee Well-Being Consultant (EWC)

The EWC is part of the Defence Business Service (DBS) and is available to all UKBC, LEC staff and their dependants. It gives independent and impartial advice and assistance to staff and management on a variety of issues including; Death in Service, Harassment and Bullying, Illness, Injury, Medical Retirement, Bereavement, Relationships and Addiction. The Welfare Advisor must be informed if an employee is admitted to hospital, has an accident at work or out-of-hours, is seriously ill, is

sick and lives alone, is off sick with stress or depression, is absent without leave, is sick for 3 weeks or more.

There will also be some occasions when the services of a Welfare Advisor must be offered to staff, for example, under discipline and restoring efficiency procedures. Line management has primary responsibility for welfare at work. If the line management cannot help, or it is inappropriate to involve him/her then there is the right to contact the EWC directly. If required, an interview with a Welfare Advisor of a specific gender can be requested. Meetings with the Welfare Advisors are normally held during official time. Attendance at the meeting is regarded as official duty. In situations where an individual needs either straight forward discussion of practical remedies or factual information to tackle their particular issue then the EWC can also provide this information.

The EWC is also the contact for all UKBC's and their spouse should a 'Compassionate' (critically ill) situation arise involving NOK. The EWC has a wide range of contacts, both local and national, with organisations that can provide help and support with a variety of issues including debt and financial problems, domestic matters. The Employee Well-being Consultant can be contacted on (5) 5366 or mobile 58009119. If contact through either of these numbers fail then the Command Duty Officer should be contacted on – mobile 58383000.

Chaplaincy

Welcome to the Chaplaincy Service based in the historic King's Chapel Gibraltar on Main Street, next to The Convent. Here you will receive a warm welcome to the church services (details below) and the chaplaincy staff.

The Chaplain (Tel: 00350 58008138) is available 24 hours a day for private and confidential advice; we also have two local clergy (Free Church & Roman Catholic) who work within the military community and support our work. You may contact the chaplaincy secretary on Ext 5414 or email Sandra.warwick606@mod.uk, for the arrangement of Baptisms, Weddings & Funerals. The Chaplain (RN) is the friend and advisor to all and looks forward to meeting you.

Church Services – The King's Chapel (Church of the Military Community in Gibraltar)

Sundays 1030 – Sung Celebration of Holy Communion, with concurrent activities for children and (at least once a month) a more relaxed Celebration.

Wednesdays 1215 – Said Celebration of Holy Communion (Book of Common Prayer)

Choir Practice – Tuesdays, 1815 - 1715

Afternoon Tea – First Thursday of each Month, 1330 - 1530

For emergencies outside the normal working hours please contact the appropriate Duty Officer.

Living-Out Policy

CBF has directed that, for clear military and diplomatic reasons, all Service and UKBC personnel on the strength of BF Gibraltar are not to live out in Spain. They must reside in Service Families or Single Accommodation as befits their status and entitlement. Alternatively, they may seek permission to live out in Gibraltar. This directive not to live out in Spain also applies to members of RG permanent Cadre and Territorial Army. It is not the intention to deny personnel the opportunity to visit Spain and personnel are clearly not debarred from seeking to rent or purchase property in Spain for recreational purposes.

UKBC

Arrival

If you travel by air you will be met at the airport by your Sponsor, or by a member of your department who will escort you to your families' accommodation. If this is not available the sponsor will take you and your family to pre-booked hotel accommodation. Normally your stay at the hotel will be for one or two nights. Your hotel bill must be settled on the morning of departure. Keep the receipt to support your claims. If arriving by Privately Arranged Passage you may find yourself in a queue of cars entering Gibraltar. There are no tolls/fees to enter Gibraltar. Customs will normally allow a few days grace for settling car import matters.

Car Importation into Gibraltar for UKBC's

A duty will be payable on all cars imported into Gibraltar by non-service personnel. The amount payable will be calculated by a Customs Officer usually during the

first week of your appointment. Normally the full amount can be re-claimed, however, there is a ceiling imposed and staff should consult current regulations for the latest details.

Single and Married Unaccompanied

Accommodation will normally be available in Service messes, in single flats or by sharing Service Family Accommodation (SFA). In the unlikely event of accommodation not being available, a short stay in a hotel may be necessary. An application for accommodation will be made on your behalf.

Married Accompanied

An application for official SFA will be made on your behalf, by your Line Manager, to the Families Housing Manager, Gibraltar. The Families Housing Department then allocates a quarter. Should there be a shortage of accommodation appropriate to your grade or family composition, you may be allocated temporary accommodation until one is available.

Trade Union

Full trade union facilities are available. Names of representatives can be obtained from Civilian HR Management, HQBF, Gibraltar.

Instructions to relatives in UK

Before you leave the UK, ensure that your relatives know the correct procedure for reporting to MoD any personal crises that may develop at home. They should be given the address and telephone number of your management authority in UK responsible for your posting abroad and advised that, in the event of compassionate circumstances arising which appear to call for you, or your spouse's presence at home they should contact that address or telephone number direct. If the circumstances arise out of normal duty hours i.e. from 1400 hrs on Friday to 0800 hrs on Monday and from 1800hrs to 0900hrs on other days, relatives and friends should telephone the MoD and ask to be connected to the Resident Civilian Officer. This authority will liaise with headquarters, regional or local welfare officers, as necessary. The person making the application should be advised to give his or her full name, address and telephone number and as much information as possible, including the name and grade of the member of staff to be contacted and the

area abroad or vessel in which he/she is serving. In cases of very serious illness the following details will be required:

- a. The name and address of the sick relative and the relationship to the member of staff.
- b. The nature and gravity of the illness and life expectancy.
- c. The name, address and telephone number of the doctor attending the patient, or where appropriate, the address and telephone number of the hospital in which the patient is receiving treatment.
- d. Details of relatives available to lend assistance.

It can save much valuable time in emergencies if MoD is contacted direct rather than attempts be made to contact you in Gibraltar. The MoD will make further enquiries from doctors, hospitals etc and signal precise information to Gibraltar with a recommendation for you or your spouse's return to the UK if that is necessary

CHILDREN'S EDUCATION AND DEVELOPMENT

St Christopher's School

St Christopher's School closed in July 2012, and 42 MOD children from Year 1 upwards transferred to local Gibraltar Government schools. Currently there are 75 MOD children attending local schools.

School Liaison Officer

The post of School Liaison Officer (SLO) was established in May 2011 to assist MOD parents place their children in Government schools. All parents of children who will be attending either a primary or secondary school in Gibraltar should contact the SLO, Mrs Maribel Robba as soon as possible:

Tel: 0035020055415 or mobile number 0035056000298 or preferably by e-mail at maribel.robba@scschools.com

The SLO will provide information to parents prior to posting, meet the new families when they arrive, arrange a visit to the school and help families complete all the relevant forms. Please note that a full birth certificate is required to enrol your children at the local primary or secondary schools.

St Christopher's Early Years Foundation Stage (EYFS) Unit

SCE remains responsible for the education of all the children in the whole of the Foundation Stage (FS1 and FS2, 3-5 year olds). The new St Christopher's EYFS Unit, under the leadership of Mrs Amy Wright, Early Years Consultant, opened in September 2012. This ensures that children access their full entitlement of Early Years education. The unit remains in the Main Building at the old St Christopher's School site, until a new purpose built Early Years Setting is built at Four Corners. St Christopher's EYFS Unit mirrors best practice in SCE and in the UK.

Parents of children who will attend St Christopher's EYFS unit should contact the School Liaison Officer (Please see above for contact details).

Gibraltar First and Middle Schools (Primary Education)

Government of Gibraltar schools are organised on a first and middle high school basis. Pupils are admitted to first schools from age four to eight; this is the equivalent of Foundation Stage 2 to Year 3, however, Foundation Stage 2 children do not start full time schooling until the summer term hence the decision by SCE to retain responsibility for all Foundation Stage children.

Pupils transfer to Middle schools for the start of Year 4 where they remain until they complete Year 7 at age 12. Transfer to Year 8 in secondary schools is at age 12. All first and middle schools are co-educational, the language of instruction is English and they use the English National Curriculum as the backbone of their curriculum. A range of commercial tests are used to assess the progress of the children but these results are not collated or published. The use of teacher assessment is not yet as well established as it is in schools in the UK and there are no league tables that would enable parents to compare the performance of one school against another. Government of Gibraltar schools are not subject to any external assessment or validation; they are not inspected by OFSTED or an equivalent body.

The Department of Education, however, does publish data on pupils' performance at GCSE and 'A' Level. Results are good and compare very well with schools in England. All teachers are recruited locally and have been trained in the United Kingdom. The feedback from parents whose children currently attend local primary schools to date has been very positive and the children have generally settled in

very quickly. Pupils are admitted according to the catchment area in which they live and all MoD children are guaranteed a place in the catchment area school, appropriate to their age:

Europa catchment area: St Joseph's First and Middle School

Four Corners

catchment area: Notre Dame First School and St Anne's Middle School

For further information on the provision of schooling in Government of Gibraltar schools please visit <http://www.sce-primaryeducationgibraltar.com>

Secondary Education

The age of transition from primary to secondary education in Gibraltar is 12, that is, starting secondary in Year 8. Comprehensive schools are single sex, Westside (girls) and Bayside (boys); each school has a roll of approximately 900 pupils, with typically 10 to 20 children from MoD families in each school.

While the comprehensive schools in Gibraltar are not subject to full OFSTED inspections and do not operate SAT testing, they do deliver a curriculum broadly similar to the English National Curriculum.

At the end of Key Stage 3 in Bayside and Westside (Year 9, about 14 years of age) pupils are assessed by teachers and are given a 'level' of attainment. In England, there would be compulsory external tests as well in English, Mathematics and Science.

In Key Stage 4 and 5, both Gibraltarian comprehensives offer GCSE and A Level courses and follow subject syllabi which are broadly comparable to those of the English National Curriculum, using English Examining Boards e.g. OCR, Edexcel, etc. However parents should be aware that there is not the same variety of GCSE subjects as may be found in some UK schools and that some syllabi may differ e.g. the geography syllabus in local schools concentrates on the Mediterranean.

An important point to also note is that schools in different Local Education Authorities in the UK, and likewise in Gibraltar, will use different examining boards for the same subjects. For example, a school in Hampshire may use Edexcel for a subject whereas a school in Yorkshire or Gibraltar may use OCR; in effect, there

are difficulties in moving to a different education authority within the UK as well as overseas. Consequently parents of children who are in the process of choosing their options or who are already embarked on their GCSE syllabi may wish to consider the possible impact of a move to Gibraltar during this critical period of their child's education. Likewise if there is a possibility that you and your family will leave Gibraltar before completing GCSE examinations then the impact on the child's education must be carefully considered. Parents of prospective pupils should seek detailed advice about continuity of education offered for both GCSE and A Level with the relevant school. Contact details are as follows:
Westside School (Girls) 0035020074300 wespast@westsec.gib.gi
Bayside School (Boys) 0035020074525 cskinner@baysideschoolgibraltar.gi

CUSTOMS

Importation of Personal Effects

Provided that the goods that you send to Gibraltar have been used and owned by you outside of Gibraltar you will not be expected to pay import duty. The following advice is offered:

Goods in original packaging that have not obviously been used may attract import duty. All items, which appear new and might therefore attract duty, should be supported by full purchase documentation to prove their age/usage.

Personnel who are in any doubt about the application of import duty should contact either their local Customs Office in the UK or: The Customs Entry Processing Unit
British Lines Road GIBRALTAR Tel: 00350 20046722/3/4

Bringing a UK Vehicle to Gibraltar

You should be aware that, if you intend to bring a new car to Gibraltar, minor accidents are much more commonplace than in the UK. Additionally, it is advised the car will need to be under-sealed, as the rust rate is high due to atmospheric conditions and the fact that the roads can be washed down with salt water. Therefore, an older car in reasonable condition may be worth considering bringing to Gibraltar. It is worthwhile attending to any rust, damage or repairs before coming. Any vehicle you import, regardless of age, will be subject to a roadworthiness test.

NOTE: Special permission must be obtained before you leave UK to import caravans, mini-buses, vans or any vehicle that can be used for living in, even if only required for holidays off the Rock.

Importation of Vehicles by Uniformed Members of HM Forces

There are regulations and minimal concessions for the import of cars, motorcycles and caravans. These regulations are complex and subject to alteration. If you intend to bring a car to Gibraltar you are advised to contact your local customs office in UK or the Gibraltar Customs Department, Custom House, Waterport, Gibraltar. Currently the rules on importation of cars state that any person shipping or driving a motor vehicle into Gibraltar should pay import duty on that vehicle. The MoD enjoys a concession, for one vehicle only, which allows us to meet the duty due by means of a bond that is redeemable if the car is re-exported (in the case of military personnel the bond payment will be made by the MoD on their behalf with the necessary paperwork being issued by the JAO). Personnel wishing to gain exemption from duty must satisfy the Collector of Customs that: He/she is a uniformed, UK based member of HM Forces or the spouse of such a member. That at the date of such person's first arrival in Gibraltar, the vehicle has been his/her property for a period of not less than six months, or three months if the vehicle has been driven for at least 2,500 miles whilst in the ownership of the importer and is bonded within 30 days of the service person arriving in Gibraltar. If your vehicle is outside of these parameters (i.e. newer than six months or three months with 2500 miles on the clock) you will not qualify for the concession and will be required to pay import duty in full on the vehicle.

Restrictions on Disposal and use of Vehicle

Duty on the amount of the security given becomes payable if:

- Whilst in Gibraltar the motor vehicle is lent, sold, pledged, hired, given away, exchanged or otherwise disposed of.
- The vehicle is used for industrial or commercial purposes.
- Save as the Collector of Customs may allow, shall be operated and used only by the importer or some other person expressly authorised in writing to use or operate the vehicle.

Re-Export of vehicles

The vehicle shall be re-exported from Gibraltar:

Before the expiration of three years from the date of importation (this period can be extended in special circumstances) *or*

On the importer or spouse, as the case may be, being posted to duty elsewhere from Gibraltar.

Correspondence

All correspondence and requests for additional information on Car import/export should be addressed to: Collector of Customs, Customs House Waterport, Gibraltar
Tel: 00 350 20078879/20046729

USEFUL TELEPHONE NUMBERS

Emergency Services

Fire - Police - Ambulance Mil 2222 or from Civ (2005) 2222

Medical Emergency 190

Joint Provost Security Unit (JPSU) Mil 5760

Gibraltar Defence Police (GDP) Mil 5026

Civil Police & Ambulance Civ 199

Civil Fire Service Civ 190

Duty Staff

Via Exchange Mil 3345

Primary Care Service (PRMC)

Medical Reception/Appointments: Mil 5400/3255 Civ 2005 5400/2005 3255

Dental Reception/Appointments Mil 3406 Civ 2005 3406

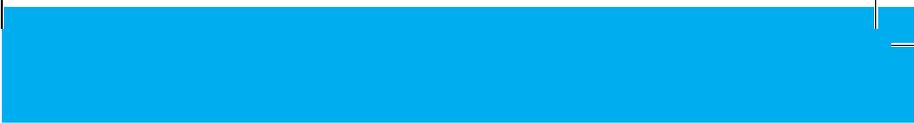
PRMC Pharmacy Mil 5961 or Civ 2005 5961

Accommodation

Accommodation Cell (messes) Mil 5637

Officers Mess Reception Mil 5698/5803

WOs and Senior Mess Reception Mil 3248/3225



Families Housing Manager Mil 5572
Repair Desk Mil 5242
Education School Liaison Officer Mil 5415 or Civ 2005 5415
Little Learners Nursery Mil 5111 or Civ 2005 5111
St Christopher's School EYFS Mil 5550 or Civ 2005 5550
Notre Dame First School Civ 20075182
St Joseph's First School Civ 20078515
St Anne's Middle School Civ 20077161
St Joseph's Middle School Civ 20075615
Bayside Boys School Civ 20074525/20074500
Westside Girls School Civ 20074300

Miscellaneous

HIVE Mil 5004
BFBS Reception Mil 5389
Chaplaincy Mil 5414 or Civ 200 5414
Veterinary Clinic Civ 20077334
Social Workers - Joint Social Work Service: Reception Mil 5481 or Civ 2005 5481
British Airways Civ 20044737
Monarch Airlines Civ 20041169
Easyjet via UK 0044 871 244 2366
Taxi Civ 20070027
Border Queue Civ 20042777
Gibraltar Airport Civ 20073026
Malaga Airport Civ 952 04 88 04

FAMILIES HOUSING

Introduction

Service Families Accommodation (SFA) is allocated and managed by the Families Housing Service (FHS), Joint Support Unit. In Gibraltar there are 231 SFA's for Service and UKBC personnel but this number is steadily reducing as force levels are reduced. The Families Housing Allocation meeting is held monthly to consider all applications received against the available housing stock at the time. On average the supply of quarters equals the demand but inevitably, there are peaks and troughs, which could cause some delay in providing a suitable quarter at the required time. Having been allocated an SFA, a signal will be sent clearing your family for passage by air. The Families Section, Movement Support Services, Logistic Commodities and Services, MoD Abbey Wood, Bristol allocates all air passages to Gibraltar. You will be advised by FHS when your accommodation is available. The standard of SFA varies greatly in Gibraltar. There are purpose built houses and converted houses but mainly SFA's are in blocks of flats. The housing stock has suffered from a lack of investment over a considerable number of years, however, the Command is actively trying to correct that situation but it will take a number of years before we can offer the standard of accommodation we would wish. You should not anticipate the same standard of accommodation you would expect elsewhere in Europe. Accordingly quartering charges reflect these deficiencies. Gibraltar has a very damp atmosphere and this often causes problems in SFA's, so it is advisable to ventilate your quarter. Moths can be prevalent so take precautions for your clothing.

Families Housing General

All SFA's in Gibraltar are allocated fully furnished. Heating in Gibraltar is all electric with freestanding convector heaters, supplied to all quarters to supplement the fixed storage heaters. You are advised to bring a small fan heater. Central Heating is not present in any SFA in Gibraltar. Gas heaters are not permitted. The services recognise that the initial weeks of your tour can be a problem whilst you wait for your personal effects to arrive. For this reason a "Get-u-in pack" is provided to enable you to get by. Please note that it is not uncommon for personal effects to be delayed. This pack is fairly basic and it is therefore essential that you bring with you in your suitcase some additional items like, kitchen utensils, tin and bottle

Housing & Accommodation

openers, condiments, some food storage containers, clothes pegs and a dishcloth. A clock and small radio are also useful and if you have children, bring as many toys and games etc. as you can manage to help them to settle into unfamiliar surroundings. Remember that the "Get-u-in pack" is a temporary issue and must be returned when you receive your personal effects. The Families Housing Manager (FHM) is the Executive Officer responsible for administering all SFA in Gibraltar and for applying and interpreting regulations on behalf of the Commander British Forces (CBF). He/She is in direct support of the units, families and agencies for whom he provides this service, but this does not affect the responsibility of CO's for the welfare of the families of personnel under their command.

Types of SFA and Charges

The type of SFA to which personnel are normally entitled is laid down in JSP 464. Since 1984 all SFA's have been graded from 1 to 4a, which reflects deficiencies, or reductions in amenities and the charges made for them. Where there is a significant deficiency or reduction in amenities of a temporary nature (exceeding seven days), FHM may authorise a temporary down grading for the accommodation occupied, for a period of up to three months. This temporary downgrading may be extended for a maximum period of six months, on the authority of ACOS Support; after this period a formal Board of Officers is to be convened to determine the permanent grading.

SFA Contents

All SFA have been partly de-scaled with smaller items of household equipment withdrawn. It is therefore necessary to bring your own crockery, cutlery, bed linen (including pillow) cushions etc. SFA's are allocated fully furnished and a typical SFA will have the following items available when you move in.

Bedrooms: Beds with mattress, bedside tables, wardrobes (either built in or free standing), dressing table, stool and chest of drawers.

Lounge: Three-piece suite, Buffet, Bookcase, Nest of tables and coffee table.

Dining Room: Table and eight chairs, sideboard.

Kitchen: Fitted cabinets, table and chairs, step stool, cooker and a 50/50 Fridge freezer. *Note:* Washing machines and Dishwashers are not provided. Plumbing for washing machines is available in all quarters although not all have facilities for dishwashers.

Bathroom: Cabinet, stool and shower curtain.

Vacuum cleaners and ironing boards are also supplied. Cots, playpens, high chairs and stair-gates may also be issued to you but you must request these from the FHS before your arrival. Cot sheets and blankets are obtainable with the "Get-u-in pack" on the same basis.

Most SFAs are now fitted with cable TV and you can bring your own TV and video. The majority of them do not need to be converted and those that do can be done easily at a small cost.

The Wharf Scheme

'WHARF' is an acronym derived from the expression 'Warehousing and Refurbishing'. It is used to describe the system whereby Defence Accommodation Stores (DAS) provisioned items of furniture and other items are withdrawn from SFA at the requests of the occupant. Due to a lack of storage space in Gibraltar it is generally not practical to operate this scheme here. All SFA will remain fully scaled in accordance with JSP 308. De-furnished or Part Furnished SFA charges are therefore not applicable in Gibraltar.

Applications for SFA

Personnel wishing to occupy SFA in Gibraltar are to complete and forward an application form (MOD Form 1132) to Families Housing Service, Joint Support Unit, BFPO 52 at least two months prior to arrival. Two copies of the application are required. (To assist with planning, an advance copy can be faxed to FHS on Civilian Tel No: 00 350 2005 5099 or MOD Tel No. 9231-98531-5099).

Pets

It is recognised that many families like to keep pets for comfort and protection; however, the wishes of the occupants to keep pets have to be balanced against the sensitivities of other occupants living nearby. Prior approval to keep pets is to be obtained from the Families Housing Manager in all cases and pets must have the necessary inoculations. On arrival pets are to be registered with Families Housing (Ext 5054) and will be issued with a unique identity disk. The FHM has the right to veto on any pet issue e.g. number of pets; type, exotics etc and approval will be certified on the tenant's SFA licensing agreement. When approval is granted by the FHM to keep a pet, the tenant will be specifically advised that they must at

all times abide to the pet rules and regulations which can be obtained from the Families Housing Services, Gibraltar.

SINGLE LIVING ACCOMMODATION

All rooms are allocated via the central booking and not direct from the messes; the central booking cell can be contacted on 00350 20055637 (Civ) or 20055637 (mil).

Gibraltar Officers' Mess

The Gibraltar Officers' Mess (GOM) is a well established three tier building comprising of a lower floor of amenities, including a TV room, ante room, sports bar, and a general function room and dining facilities. It also boasts an outdoor seating and smoking area. Accommodation is provided on the two remaining floors. There is also an Annex used for overflow during busy periods.

In the main Mess building, accommodation ranges from a small number of en-suite rooms (allocated where possible to permanent livers in) to spacious basic rooms, all of which include a hand basin.

Each room consists of a double bed, a desk and chair, an armchair/sofa, an abundance of wardrobe space and patio doors opening onto a small balcony. Although fans are provided, air conditioning is not fitted.

On each residential floor, there are facilities for ablutions and utility areas with washing machines, tumble driers and ironing boards. Irons are available from the Reception.

The usual dining, tea, coffee and bar facilities are provided. Free WiFi is available.

The Mess is ideally situated close to the town centre and other local amenities such as the main supermarket, cinema, and Queensway Quay. It is within walking distance of the HQ in the Naval Base (a 10 mins walk) and Devils Tower Camp (a brisk 20 mins walk).

For dining, standards of dress are as per any Officers' Mess, although a suit is rarely required. A relaxed, but appropriate standard is acceptable throughout more informal areas. Further information can be obtained from the ROM Reception.

Items you may find useful to bring are an iron, a TV (BFBS channels are provided); a small fridge for cold drinks and for those without their own transport, a bicycle can prove handy for the daily commute!

Although the Mess can get busy with a transient visiting population, the core of livers in is generally small; a warm and friendly welcome awaits you, whether your stay is short or long term.

Useful numbers:

ROM Mess Manager (Civ) 00 350 2005 5772 (Mil) 92 3198 531 5772
ROM Mess Reception (Civ) 00 350 2005 5698 (Mil) 92 3198 531 5698

WO&SRs Mess – SNCO's Living Accommodation - Devil's Tower Camp (DTC)

The WO&SRs Mess is a two storey building which on the ground floor includes a Scruff's Bar, Main Bar, Ante Room and Dining area. There is also an accommodation annex which is primarily for visitors.

In the main mess, all rooms are en-suite with a bedroom and a living area. The rooms are provided with a desk, chair, a double bed and two sets of lockers and a fan. The internet can be accessed in each room paid via Mess bill and free Wi-Fi is also available downstairs in the Bar area.

In each floor, there are washing machines, tumble dryers, drying facilities and a utility room with a fridge, toaster, microwave and a hot knob. Tea and coffee facilities are provided within the Scruffs Bar.

The mess is located in Devil's Tower camp near the airport but away from town, however it may take 10 mins walk into town.

Items you may need to settle into the mess are an iron, TV, fridge and an internet lead for your room. If you don't like walking then a bicycle may be useful.

There isn't a large number of living in mess members however the mess can get busy with visiting troops. Social functions within the mess are frequent and the mess is well supported.

WO&SRs Mess Manager (Civ) 00350 2005 3621 (Mil) 9231 98531 3621

JNCOs' Living Accommodation – Devils Tower Camp (DTC)

The JNCOs' Living Accommodation is an established three tier building which also includes the Dining Hall (not PAYD) and the Accommodation Office.

All rooms are en suite and include, bed linen (including pillows), which you can hand back once your belongings have arrived, a double bed, a dressing table with drawers, a chair, a double wardrobe and a single wardrobe with drawers. Although fans are provided, air conditioning is not fitted.

On each floor, there are ablutions and bath areas, as well as utility rooms which are fitted with cupboards and consist of a washing machine, tumble drier, drying facility, a microwave, a 2 hob cooker and a fridge. You are advised to bring your own crockery, cutlery etc.

Free WiFi is available in Heroes Bar, DTC. However, you are able to get the internet fitted in your room through Gib Tel at a monthly cost (currently £32 for 2MB) for a minimum contract of a year.

DTC is a within 20 minutes walking distance to a couple of beaches, the town centre and the airport. There is a supermarket and cinema nearby but would recommend transport to get to these locations.

Items you may find useful to bring are an iron, a TV (BFBS channels are provided); a small fridge for cold drinks and for those without their own transport, a bicycle can prove handy for the running of errands or daily use.

Although the Accommodation & Dining Hall can get busy with a transient visiting population, especially when the Cadets are in, the core of livers in is generally fairly small as such a friendly welcome awaits you.

Accommodation Office (Civ) 00 350 2005 3601 (Mil) 92 3198 531 3601

FACILITIES FOR YOU

HIVE

We are fortunate to have a HIVE currently located in Rooke. It holds a wide selection of information and advice on a whole range of topics. Anything and everything you would like to know about Gibraltar, plus lots of travel information and useful tips about going into Spain, Portugal and Morocco. The HIVE holds a wide selection of leaflets, booklets, magazines and news letters both civilian and Service. HIVE can request information on your new posting/draft direct from the nearest HIVE in your new area. Regular updates from the Families Associations, Housing Advice Office and Service Families Task Force are received. The HIVE Information Officer regularly advertises what is going on within the Command through the production of a weekly newsletter. If you have a question on anything, be it welfare, employment, education, travel, the HIVE will try to find the answers for you. Telephone: 00350 20055004 E-mail: GIB-CSTHIVE@mod.uk or, alternatively, log on to www.bfgnet.de/hive-europe/Gibraltar.

Orientation Bus Tour

This bus tour takes place according to demand and commencing from Rooke site at 0915 hours. The tour takes about two hours and aims to show newcomers around the Rock. All newcomers (single/unaccompanied personnel and families) are particularly welcome, child seats are provided on the bus if booked. During the tour, places of interest and frequently used facilities that you will need during your tour will be pointed out. After the tour, over a cup of coffee in the HIVE, you will have the opportunity to ask any of those 'Where do I' type questions and meet other new arrivals. To book your place call Rooke HIVE on Civ: 20055004.

Community Centres

The Command has an official Community Centre at Chilton Court. Additionally C Block at Europa is used to house and facilitate a number of activities including a Parent and Toddler group. The Chilton Court Community Centre serves as the venue for a number of activity groups. Chief amongst these is Top Rock Youth Club.

Youth Club

The Community Support team operate Youth Clubs and a Fun Club to cater for

Facilities For You

young people age 6-18. Details of sessions can be obtained from the Community Development Worker. The Youth Club and many of the other activities, run and organised by the Community Development Worker, depend heavily on volunteer staff. If you feel able to help in any way, or for further details, please contact the Command Community Development Worker on Tel (2005) 5756/5985.

Uniformed Groups

A number of uniformed groups, such as Cubs, Scouts, and Brownies etc meet on the Rock. Details of current groups can be obtained from the Command Community Development Worker on Tel (2005) 5756/5985.

Little Learners Nursery

This is an approved setting, currently located on the Rooke Site, offering half day care for children aged 3 months to 5 years. The setting is fully equipped and staffed by trained personnel. It is the only setting in Gibraltar operating to full UK standards. For details, session times, fees or a prospectus contact the Little Learners Manager on 00350 20055111.

Parent and Toddler Groups

There are a number of Parent and Toddler Groups that meet regularly. They provide a venue and mutually supportive environment for parents and their children to meet. The number of groups fluctuates depending on the number of young children in the command and the willingness of parents to become involved. For detail of current groups, venues and timings contact the Command Community Development Worker on Tel (2005) 5756/5985.

Gibraltar Amenities Fund

The Fund offers a number of services:

Accommodation for families and friends visiting Gibraltar – Britannia House. Britannia House contains fifteen fully furnished 2 bedroom apartments which sleep up to 6 people. Located on Queensway, close to Main Street and the marinas, it is ideal for short term accommodation for visiting families and friends.

The GAF also arranges bookings for a number of properties in Spain and Portugal:

Sierra Nevada. This is a duplex apartment in Pradollano, which sleeps up to 7 people. It is the perfect base for an action packed skiing holiday.

Puerto de Duquesa. A two bedroom, two bathroom apartment, sleeping up to 4 people, this apartment is only a short walk from the local port of Duquesa. Set on a large complex with the choice of 3 large swimming pools.

Portugal – Monte Velho Villas.

Casa Helene. Two bedrooms, sleeps up to 4 adults and 1 child.

Casa Maria. Two bedrooms, and sleeps up to 4 adults and 2 children.

Casa Catarina. Two bedrooms, this apartment is unsuitable for children as one bedroom is attached to the main house via a small patio. This casa sleeps 4 – 5 adults. All the above share a private pool.

Casa Yvonne sits in its own grounds, 3 bedroom, 2 bathrooms, and sleeps 6/7 This villa has sunny front terraces, a private pool and BBQ area.

The GAF also rents out the following at very reasonable rates:

Portable Television's

Golf Clubs

Washing Machines / Vax

For further details please contact the GAF office on 00 350 200 55759 or 00 350 200 55265. Located in Rooke, its opening hours Monday – Friday 0900 – 1300.

Joint Education Library and Information Centre (JELIC)

Located in Rooke, the JELIC, or the 'Ed Centre' provides library, elective education and resettlement services.

Education

Personal & Professional Development (PPD) Courses

The JELIC runs educational and PPD courses which are open to service personnel, UK Based Civilians, their spouses/partners, and Gibraltar Crown Servants. GCSE courses offered can vary year on year, but will include Maths, English and Spanish. Also offered are classes in Text Processing leading to a variety of qualifications, and colloquial Spanish.

electronic-Learning Centre (e-LC)

The e-LC offers IT facilities for online learning for all, including Functional Skills and IT User Qualifications (ITQ). Functional Skills have replaced Basic Skills, and have been designed to test your ability to apply your numeracy and literacy skills. Military Personnel who need to achieve Level 1 (JNCOs) or Level 2 (SNCOs) in Functional Skills should contact Nicky McCarthy in the Ed Centre or call (2005)5249.

Exam Invigilation

JELIC personnel will provide invigilation services for exams, both internal and external, in order to reduce costs and disruption to individuals. Please give as much notice as possible in order that staff may be available.

For more information on all the above please call (2005) 5794 or call in at the Ed Centre.

Command Leadership Management (CLM)

Part 2b of the CLM (Functional Competence Assessment) is now being administered in the JELIC. Anyone looking for promotion needs to pass these assessments before being loaded onto a Part 3 course. Please call the Ed Centre Manager on (2005) 5160 for more information.

Resettlement

The Education Officer (OC JETU) provides first and second line guidance and information on resettlement. Service Leavers have resettlement resources eg Quest and Pathfinder magazines, available to them in the Ed Centre. Finance Briefs (run by St. James' Place) and Housing Briefs (run by the Joint Service Housing Advice Office) are held annually. Career Transition Workshops are also available to those personnel in their last 2 years of service through the Career Transition Partnership. For more information on resettlement and arranging a briefing/interview/workshop, contact the Resettlement Clerk on (2005)5806 or call in at the Ed Centre.

Library

A key part of the JELIC is the library which provides a modern information service, including adult and children's books, talking books, periodicals, CD-ROMs and access to the Internet. The Army Library and Information Service network provides comprehensive support.

The library is available to all military personnel, UK Based Civil Servants, their families and Locally Employed Civilians. Services are free of charge to all entitled personnel.

Services Available:

Books: Over 20,000 volumes. Browse through the Military section, children's section, non-fiction and adult fiction.

Request service: Any items not in stock locally may be requested.

Audio & Visual material: Language courses, talking books on CDs.

Periodicals and magazines: including three daily newspapers.

IT: Free access to the Internet is available. The online ALIS portal (accessed through ArmyNet) gives access to premium online databases such as Jane's Online, Armed Conflict Database, NewsBank, KnowUK and Proquest Military.

Family Entertainment: The library holds an extensive range of general and family entertainment DVDs.

Contact Details :

Tel: Military 5160 Civilian 00 350 20055160

Fax: Gibraltar Military 5733 Civilian 00 350 20055733

Joint Training Centre

Arrange of training is available via the Joint Training Centre (JTC), located in Building 760 inside the Rooke site on Queensway.

Courses contributing to training in the following competences are available: Working Together, Health and Safety, Leadership and Developing People, Communicating and Influencing, Analysing and Using Evidence, Managing Customers and Suppliers, Improvement and Change and Planning and Managing Resources.

A Classroom set up with 12 standalone PCs provide the opportunity to carry out Mandatory and core competence computer-based training. External training is provided through the Defence Academy Satellite Centre and takes the form of formal instructor-led courses/workshops. Other tutor-led mandatory training courses/workshops are delivered by local subject matter experts.

DII computers are also available for staff wishing to carry out on-line training via the DLP or CSL away from their working environment. Internet access is also available.

Opening times

The JTC is open for computer-based training at the following times:

Winter: Mon to Thurs: 08:30 - 16:30hrs Fridays: 08:30 - 13:30hrs

Summer: Mon to Fri: 08:30 - 13:30hrs

For further information

Defence Academy courses/workshops and computer-based training / bookings, Induction / External Training Travel requirements / Training Records / Classroom bookings contact (2005)5211

Other Training Requirements / Queries contact (2005) 5625.

Joint Physical Development Unit

There are facilities in Gibraltar covering most types of indoor and outdoor sports. All of the facilities are run under the auspices of the Officer Commanding Joint Physical Development Unit (OC JPDU) (2005) 5060, 3450. JPDU is made up of a main gymnasium, Gun Wharf (Adventurous Training and Water Sports Centre), and the Europa Pool. All activities are available free or at a minimal cost, once you have become a member of the JPDU Sports Club. Application forms can be found at DTC gym or on GIBNet. A wide variety of sports can be enjoyed in Gibraltar, including squash, badminton, netball, tennis, cricket, football, swimming, spinning and rounder's. Further information can be obtained from JPDU Physical Training Staff on (2005) 3267, 3398. You can involve yourself as much or as little as you like and don't worry if you are not very good. Sport is fun!

Gym

The gym at DTC publishes a full programme each week. This is displayed on the main notice board on entry to the gym, the HIVE and on GIBNet.

Gun Wharf

At Gun Wharf, the adventurous training and water sports centre, you can try Off Shore Sailing on the yacht PICKLE. Dinghy Sailing, (Bosun, Laser, Toppers, Picos), Waters Skiing, Canoeing, Kayaking, Windsurfing and Fishing, all equipment and

instructions are available. You can also attend various courses that are run at Gun Wharf, all course dates and details are published and displayed throughout the Command. For further information phone Gun wharf (2005) 5076 or (2005) 5479.

Europa Pool

The Europa Pool is a Service facility with a large swimming pool, changing rooms, showers, toilets, toddlers' pool, baby pool, small play area with swings and a refreshment kiosk, which provides drinks, crisps, snacks, and hot meals. The pool is open from 1200 - 2000hrs 7 days a week throughout the summer months, although times do vary dependant on planned activities and galas. Only entitled personnel have the right to use the pool facilities. Passes can be obtained for yourself and the family by completing the JPDU application form, again located on GIBNet. The pool opens towards the end of April each year and closes at the end of September. You will require a Passport size photograph (each year) for all members of the family. Swimming classes are also held here and volunteers are always needed during the season. Courses are run to train lifeguards and teaching staff. Further details can be obtained from the Pool Manager on (2005) 3753, or by contacting the HIVE.

Retail Outlets

NAAFI currently operates two stores, one junior ranks club and a bowling alley/ café bar. The main NAAFI store is situated in Devils Tower Camp, and caters mainly for single service personnel. A smaller families shop is situated at Europa. A video/ DVD rental service is available, as is interflora. The Ultrabowl/Lion Club is situated at Europa, and consists of 4 bowling lanes, a café and bar facility. Functions, including children's parties, are regular events. NAAFI also operate the Junior Ranks Club within DTC known as the Hero's Bar. NAAFI DTC Mil 3226 NAAFI Ultrabowl Mil 5464.

Thrift Shop

There is a Thrift Shop situated next to the NAAFI Shop at Europa. It provides a useful service for passing on unwanted clothing, toys and household items. A percentage of all sales go to charity. Details of current opening days and times can be obtained from the HIVE.

Heroes Bar

The Hero's bar is the Junior Ranks Club but is also used by families situated at the northern end of the rock. The bar is operated commercially but a tri service committee provides a full entertainment programme. There are frequent functions for example, Summer and Christmas Balls, Oktoberfest, Halloween parties, Easter egg hunts etc. Functions are well attended and events are often sold out. The social programme is published widely. There are plenty of facilities in the club such as a pool table, gaming machines and a wide screen television. This is a popular venue to view large sporting events in a secure and pleasant environment.

United Services Sailing Club

The United Services Sailing Club is temporarily located at Gun Wharf with the clubhouse inside the Naval Base. The club provides the opportunity for recreational and competitive dinghy sailing on Wednesday and Saturday afternoons. Membership gives you access to a wide variety of dinghies (from the staid to the scary): RS800, RS400, RS200, RS FEVA, RS TERA, Laser PICO and Lasers. Appropriate personal clothing and safety equipment is available on loan from the JPDU (wetsuit / buoyancy aid etc). The atmosphere is friendly with plenty of advice and encouragement from the club instructors and the more experienced sailors. If you are a keen sailor, just getting started or merely interested to find out more about sailing contact the Club Vice-Commodore, Lt Cdr Des Rendell, on (2005) 5013.

Water-ski and Wakeboarding Club

Whether you are an accomplished skier or a novice who would like to try a warm welcome awaits you. The Club meets Wednesday afternoons 1400-1600 hours and Saturdays 1000-1200 hours. Coaching is available. All children under 16 must be accompanied by an adult and a consent form must be completed for all under 18 year olds. Questions and queries contact (2005)5076.

Sub Aqua Diving Club

An active sub aqua diving club is presently facilitated by 317 Diving Section. Members dive every week and there is a lot of training available. The club is open to all MoD and entitled personnel. If you want to dive safely in Gibraltar, not spend a great deal of money, have access to club equipment including our boat and get involved with a group of like minded people; give the club a call or come along

to one of the regular Wednesday club evenings. More details available from the Diving Officer – contact details available on GIBNet.

Trafalgar Theatre Group

This is the Gibraltar amateur dramatics group that has links with the Royal Naval Theatre Association (RNTA). They enter local theatrical competitions during the year and usually put on a pantomime at Inces Hall in the New Year, the RNTA drama festival in April, a mid-summer event and 2 charity events at Christmas. They hold monthly 'theatrical –based' social evenings which are normally held on the third Thursday of each month in various locations such as the Chilton Court Community Centre, the Garrison Library and the King's Chapel. If you're interested in acting, production, costume making or backstage crew, then please get in touch. For details of current group officials and meetings, contact the HIVE or find them on Facebook under 'Trafalgar Theatre Group'.

Garrison Library

The Garrison Library was founded in 1793 by a group of officers who ' had long lamented the lack of a Library in Gibraltar' Thanks to the efforts of one young officer in particular - a Captain John Drinkwater - a number of books were donated by his colleagues and finally housed in the purpose-built Library by 1804. There are approximately 45,000 books in the Library, some of which are not even available in the British Library due the destruction of that Library's stock by enemy bombers during the Second World War. Whilst it no longer has a lending library function the Garrison Library is an internationally recognised centre for research and scholars from around the world make regular use of its fine resources. The Garrison Library Committee founded the Gibraltar Chronicle in 1801 and the paper can claim two major scoops - one the first report of the British victory at Trafalgar and the death of Nelson and secondly the marriage of John Lennon and Yoko Ono. Originally established as the Garrison newspaper it was handed over to the Editorial Board of the Chronicle in 1981 and the Garrison Library Committee no longer has any input into its affairs. The Library is set in delightful gardens and forms one side of Governor's Parade which contains some splendid buildings including St Andrew's Church of Scotland. Visitors are always welcome and because the Library is looked after by Volunteers anyone who would like to assist in the running of this splendid institution either in the Library or in the garden is greeted with open arms. They are

open: Mon - Thu 0900hrs to 1700hrs Fri - 0900hrs to 1500 hrs Tel: 00350 20077418/
200 (5)5452 / Email; gibgarlib@gibtelecom.net

Gibraltar Combined Services Youth Football Club

The Gibraltar Combined Services Youth FC accepts children aged between 5 and 12 all season long (Sept-May). We have 4 age groups: Tots (aged 5-6), Under 7s, Under 9s and Under 11s. All children of Military or Civilian staff are eligible to join the club provided they are in possession of a valid JPDU amenities pass, which can be obtained on arrival. The club has three teams in the local junior league in the Under 7s, 9s and 11s age groups, however all children will be trained to the same standard whether they make the team or not. Membership is by subscription and there is a reduction in the current fee for those that arrive after the season has started. The fee covers all league and kit costs, a Christmas party with present, an Easter present, the end of season fun day and a trophy for all children as well as a club water bottle. The club trains every Wednesday at the Astro-turf pitch in Devils Tower Camp between 1730 and 1900 hours. Please visit the club's web site at www.gibcsyfc.btik.com for the latest club information and points of contact, these details are also available at the HIVE. You can also contact the club via e-mail on gibraltarcyfc@hotmail.com. *We look forward to seeing you soon.*

Combined Services Dolphins Swimming Club - Gibraltar

"The wetter the better"

Dolphins Swimming Club is a vibrant part of the Service community in Gibraltar providing swimming teaching to children from 3-16 years of age. All Service, Entitled Civilians and their dependants in possession of a valid JPDU pass are eligible to join. Dolphins follow the Amateur Swimming Association (ASA) syllabus and are dedicated to developing water safety awareness, swim skills, fitness and most importantly a sense of fun and achievement in all those that take part. Swimmers also get the opportunity to achieve distance awards and the Rookie Lifeguard qualification. The season runs from June to September, membership costs £30 and the club meets every Thursday between 1630 and 1900 at Europa pool. All staff & teachers are volunteers and are fully CRB checked. For more information please get in contact with us at: gibraltardolphins@hotmail.com.

Gibraltar Combined Services Golf Society

The Costa del Sol (sometimes called the Costa del Golf) hosts a large number and wide variety of excellent golf courses, many within easy striking distance of Gibraltar. Top of the range is undoubtedly Valderrama, until recently home to the annual end of European Tour season event, the Volvo Masters. British Forces Gibraltar runs a Golf Society, to which all service and civilian personnel of the Command are eligible to join and which is designed to offer golf at affordable prices. The Society's home course is Alcaidesa, within easy striking distance of Gibraltar. The Club offers a choice of 2 eighteen-hole courses – The Lakes and The Heathlands - on a well-maintained and spectacular course. GCSGS has a deal with Alcaidesa Golf Club and for the 2013 season (Jan-Dec) has purchased 10 corporate cards. These allow up to 10 members of the Society to play on the course on any one day. Concessions to this ruling have been made for competitions. Members of the Society are also entitled to a 10% reduction on purchases made in the pro shop and club restaurant. The club also has comprehensive practise facilities with a driving range; short games practise areas and a 3-hole introductory course. For this members pay £65 per month. This sounds a lot when compared to UK prices but is very competitive when compared with the price of green fees on similar courses, typically in the range of €50-€80 per round. Unfortunately there are no equivalent of "999" deals in Spain for members of the Armed Services. The Society caters for all levels and offers regular competitions. The Society's records are maintained on the Society Golfing Website: www.societygolfing.co.uk. Further information about members, competitions and handicaps can be obtained by logging onto the website as "secgcsgs" and using the password "gibraltar".

Living in Gibraltar

LIVING IN GIBRALTAR

Location and Language

Gibraltar is situated at the southern end of the Iberian Peninsula. It is recognised as the southern most point of Europe. It is also strategically positioned at the western end of the Mediterranean, forming one of the ancient Pillars of Hercules. The surrounding countries are Spain on the north and Morocco (North Africa) south, on the opposite side of the strait 24 kilometres (15 miles) away. Gibraltar adjoins the southern coast of Spain in latitude 36 7' North, longitude 5 21' West. Height: 1400ft (426m). Highest point is at O'Hara's Battery. Length: 5km Approx. Area: 6.4sq km Approx. Circumference Length: 16km approx. The Rock is composed of Jurassic limestone more than 200 million years old. The official language is English, although Spanish is widely spoken.

Culture and Social Amenities

Gibraltar's main cultural events are organised by the Ministry of Culture. These are the International Art Exhibition, Spring Festival, Miss Gibraltar Pageant, Annual Fair, National Week, National Day Festivities, Annual Drama Festival and New Year Celebrations. The Ministry of Culture manages the Ince's Hall Theatre, Central Hall and Casemates Exhibition Gallery. The Alameda Open theatre, John Mackintosh Hall Cultural Centre, Bayside Drama Studio, Casemates Square, the Convent Ballroom and St Michael's Cave are some of the many venues for plays, shows, concerts and exhibitions that allow Culture to flourish in Gibraltar. It is easy to make friends in Gibraltar. There's a rich social life and plenty of restaurants and coffee shops where you can sample dishes from all over the world. The daily English press is on sale in Gibraltar on the same day of issue. Weekly's and monthly's arrive within a few days. Gibraltar also publishes a daily newspaper and several weekly newspapers and many free magazines.

Gibraltar Law and Constitution and Government

Gibraltar law derives from, but is distinct from, English law. The hierarchy of courts comprise the Supreme Court of Gibraltar, the Court of First Instance of Gibraltar and the Magistrate's Court, the last also acting as a juvenile court dealing with offences by children and young persons. Appeals from the Supreme Court lie to

the Gibraltar Court of Appeal and the Privy Council. Company law is based on the 1929 Companies Act in England. On 27 March 2006, a joint statement was made by the UK and Gibraltar, announcing the successful conclusion of negotiations for a new Gibraltar Constitution. On 2 January 2007, the new Constitution came into force, after it had been approved by over 60% of those who voted in a referendum on 30 November 2006. The Constitution thoroughly modernised the UK-Gibraltar relationship. Key elements include limiting the responsibilities of the Governor to the areas of external affairs, defence, internal security and ensuring good governance (including some public service appointments), thereby reversing the previous practice and giving Gibraltar much greater control over its internal affairs. The current Governor is Vice-Admiral Sir Adrian Johns KCB, CBE. Gibraltar's legislature, the Parliament, consists of a single chamber with 17 elected MPs, presided over by a Speaker (who is not an MP) chosen by the MPs. Elections usually take place every four years. British Citizens, British Overseas Territories Citizens and British Subjects who fulfil residence requirements (which specifically exclude MOD personnel serving in Gibraltar), who are over 18 years of age, and who are not subject to any legal incapacity, are entitled to vote. The December 2011 election was won by the Gibraltar Socialist Labour Party/Liberal Party Alliance, with 10 MPs; the remaining 7 seats went to the Gibraltar Social Democrats. The Chief Minister is The Hon Fabian Picardo.

Status

Gibraltar is an overseas territory of the UK with a separate Constitution granted to it by the British Parliament. The Government of Gibraltar exercises self-government except in matters of defence, internal security and foreign affairs, which are reserved to the UK, exercised through the Governor. Gibraltar laws are promulgated by its own elected parliament. Gibraltar entered the EU together with the United Kingdom upon its accession in 1973. It is a European territory for whose external relations a member state (UK) is responsible and accordingly Article 227(4) of the EC Treaty applies. Article 28 of the UK Accession Act provides that there shall be certain exemptions from Community measures with respect to Gibraltar, for example the Community Agricultural Policy, Value Added Tax and the Common Customs Tariff, amongst other measures, do not apply. Other than the areas explicitly exempted, all legislation adopted by the Community since 1973 has been applicable to Gibraltar and Gibraltar has transposed applicable

Directives. Accordingly, although Gibraltar is not a separate Member State, since its membership derives as part of the UK Member State, it is none the less a separate legal jurisdiction for the purpose of Government legislation and judicial authority. Gibraltarians have the right to British Nationality and are UK Nationals for Community purposes with all consequential rights and entitlements. All the EU provisions on the free movement of capital, services and persons apply to Gibraltar. The fourth 'freedom'- movement of goods - is restricted by Gibraltar's position outside the Customs territory.

Climate

Gibraltar enjoys mild winters and long, very warm occasionally hot, dry summers, a climate so distinct as to be known as the "Mediterranean" type.

Wind is a very important feature of the weather in Gibraltar and we have two predominant local winds, these are "Levante (Easterly) and Poniente" (Westerly). Levante, comes from the Spanish verb 'Levantar = to rise' - The sun rises in the East. Poniente is derived from the Spanish verb 'Poner = to set' - The sun sets in the West.

Levante: A humid, easterly wind in the Strait of Gibraltar .It is most frequent from June to October, but may occur in any month. It causes standing waves and complex eddies which may cause dangerous conditions to the lee of the Rock. It is usually associated with stable air under an inversion and LEVANTER or BANNER cloud to leeward. Daytime heating cause the cloud base to lift and the cloud to thin or disperse".

Poniente: The local name for Westerly winds. The Poniente, in common with the 'Vendaval', is most pronounced from November through to May. However, since it is often associated with high pressure in the Atlantic, the Poniente can occur at any time of the year, especially in the Strait of Gibraltar.

Vendaval: Strong, squally south-west winds in the Strait of Gibraltar and off the east coast of Spain. Associated with depressions, they bring stormy weather and heavy rain.

Temperatures

Surrounded by the sea, Gibraltar has a more uniform climate than that experienced in inland Spain, exceptionally high or low temperatures are not a common occurrence, although there are rare occasions when temperatures are recorded which can be classified as 'unusual'. The mean annual temperature is 18.3°C and ranges from a mean of 13.3°C in January to 24.3°C in August. The highest temperature ever recorded in Gibraltar was 40.6 degrees Celsius in July 1994.

Rainfall

Precipitation at Gibraltar is much influenced by the topography of the adjacent mainland of Spain and North Africa and by the general configuration of the Strait area and the Alboran basin. The rainfall pattern in Gibraltar is of the Mediterranean type; it has a wet and dry season. The wet season normally commences at the end of October through to the end of April when 91% of the Gibraltar rainfall is recorded. The average rainfall total in Gibraltar is similar to that of the south of England but where it is spread across the whole year in UK, in Gibraltar it occurs in almost half the time.

Relative Humidity

Why is the East Wind (levanter) so moist and the West Wind (poniente) dry? Easterly winds reaching Gibraltar normally have a long sea track and pass over an uninterrupted stretch of water picking up moisture along its track. When the Levanter blows, however slightly, a general feeling of dampness fills the air, and objects can become coated with a film of moisture. This condition is especially noticeable in the town area where the Levanter cloud hangs over the city, forming a cloud shadow. This cloud block does not allow the sun to dry the air and results in higher relative humidity values than in the southern or northern parts of Gibraltar where it is mostly clear of Levanter cloud. This situation is uncomfortable for the people working and living in the town area and particularly noticeably during the long, hot summers. Westerly winds reaching Gibraltar are of a maritime nature but tend to dry out on crossing the hilly terrain in southern parts of Portugal and Spain. When the wind backs South-westerly similar effects to those associated with Levanter conditions can occur, but this only happens when the air is of a tropical maritime nature and associated with depressions near Gibraltar, mainly during the 'rain season'. The difference in conditions accompanying the two wind directions is

particularly apparent when a change from one direction to another occurs, usually after a brief period of calm winds. On average the humidity is between 15% and 20% higher with an East wind than with a West wind. Apart from humidity, the air temperature and the wind are the two main factors in determining how we feel. It is easier to stand dry heat (in Gibraltar this occurs when the wind blows from the Westerly quadrant) than damp heat (when blowing from the Easterly quadrant). This makes it feel extremely uncomfortable and much more difficult to tolerate, as it saps energy and makes us feel lethargic due to its high value of the relative humidity. Telephone number for the duty forecaster is 2005 3416 or 3416 from military lines.

Employment

In general terms employment opportunities are fairly limited. However, there are a number of employment agencies in Gibraltar who may be able to assist with securing employment locally. Should you find employment it will be necessary for you to acquire the necessary forms etc. In this context it is advisable to bring all certificates of qualification and an up to date CV, as these are essential for prospects in Gibraltar. "Dependants accompanying UKBC's or Military personnel posted to Gibraltar wishing to obtain employment during their stay in Gibraltar must note that MOD Gibraltar does not reserve any posts for dependants. Dependants are free to apply for any MOD externally advertised vacancy subject to the eligibility criteria and will be recruited following their success at open and fair competition. Proof of qualifications is essential when applying for a job. For further information regarding vacancies please contact the Civilian HR Office on 20055100.

Job Seekers Allowance

The rules relating to people 'voluntarily' giving up their jobs on their spouses' relocation are complex and therefore potential claimants are strongly advised to seek advice from their local DSS offices before handing notice to leave to their current employers. For further information contact your local Benefits and Allowances Office or CAB.

What to Bring

This is the question on everyone's mind when sorting out possessions for a tour of duty in Gibraltar. The quarters are provided with the basic furniture you would find

in the UK, i.e. beds, carpets, curtains, dining room and lounge furniture. A cooker, fridge-freezer, vacuum cleaner and ironing board are also provided. For people with young families, cots, highchairs and stair gates can be supplied; however they need to be requested in writing well in advance, through Families Housing.

Items you are advised to bring include:

Washing machine (essential)

Tumble dryer (for the winter months)

Dishwasher (subject to plumbing in allocated SFA)

TV (same system as UK)

Computer

DVD Player

Hi-Fi / Radio

Kitchen and eating utensils (including crockery and glasses)

Bedding and Linen (including quilts and pillows)

Although a fridge-freezer is provided, larger families may wish to bring a small freezer/fridge subject to size of SFA.

If you have your own telephone bring it with you, it will save money on renting one.

Any other items you can bring, microwave, pictures & mirrors, leisure equipment, bicycle and other personal possessions will be to your advantage as these things also tend to be more expensive than in the UK. It is also worth noting that the vacuum cleaners provided are not of a high standard and if you have a good one you are advised to bring your own. Voltage is the same. Gibraltar uses three pin plugs (same as UK). If you bring a car or plan to purchase one, second hand cars are more expensive than UK. Also it would be advisable to bring your children's car seats and restraints with you, as again these are a lot more expensive. A "Get You in Pack" will be in your SFA on your arrival if required, which will be removed after your boxes have arrived. It only provides you with bare essentials and we recommend you bring with you a can opener and kitchen utensils for serving meals as these are not provided. Also bring with you some kitchen towels and bath towels.

We all have different priorities on what to bring, the best advice we can give you: if you use it and have room for it, bring it. Contact the HIVE for further advice.

Health Matters

Heat exhaustion Gibraltar can be very warm throughout the summer months with the season lasting from April to October when temperatures can reach up to 30+ C. Dehydration and salt deficiency can cause heat exhaustion. Take time to acclimatise to the high temperatures, drink sufficient liquids, avoid excess alcohol and do not do anything too physically demanding. Four to six weeks would be sufficient time for adequate acclimatisation.

Heat stroke

This serious, occasionally fatal condition can occur if the body's heat regulating mechanism breaks down and the body temperature rises to dangerous levels. Long, continuous periods of exposure to high temperatures and insufficient fluids can leave you vulnerable to heat stroke. The symptoms are feeling unwell, not sweating very much (or not at all) and a high body temperature (39 to 41 C or 102 to 106 F). Where sweating has ceased the skin becomes flushed and red. Severe, throbbing headaches and lack of co-ordination will also occur, and the sufferer may become confused or aggressive. Eventually the victim can become delirious or convulse. Hospitalisation may be necessary, but in the interim remember to get the victim out of the sun, remove their clothing, and cover them with a wet sheet or towel and then fan continually. Give them cool fluids to drink if they are conscious.

Sunburn

You can get sunburned surprisingly quickly, even through cloud cover. Wear a sunscreen and hat and barrier cream on your nose and lips. Protect your eyes with good quality sun-glasses particularly if you are near water, sand or snow. Some people have a higher risk of skin cancer because they have lighter skin that burns easily in the sun. You may also be at risk if you have a family history of melanoma or your skin has a large number of moles. While melanoma is still relatively rare, checking your skin for changes is a wise precaution, which could ensure early detection and treatment. You can also reduce the risks by reducing exposure to the sun.

Alcohol and safe drinking

Small amounts of alcohol do not harm the body. However, for many people, social

drinking has led to heavier drinking, which can cause serious problems. Remember alcohol can lead to dehydration.

Mosquitoes

These occur mainly in warm, damp conditions. In Gibraltar this can be at any time of the year but mainly in the summer months, from April till October. Mosquito nets are provided, but not everybody likes to use them. Most people use electric 'Plug in Mosquito Killer' with refill tablets. They are very efficient, and can be bought very cheaply in the Spanish supermarkets.

Shopping

The major shopping street within Gibraltar is known as Main Street. It has some well known UK shops such as: Marks & Spencer, BHS, Monsoon, Next, Dorothy Perkins, Wallis, Top Shop, Mothercare, Early Learning Centre and Accessorize. Main Street is packed full of electrical, perfume, leather, linen and duty free shops. It can get very crowded because of visitors from the tour coaches from Spain and the cruise ships which frequently call into Gibraltar. During the summer months some of the shops close for a couple of hours in the afternoon and re-open till later in the evening. A percentage of shops are owned by the Jewish community and so on Saturday these shops are closed. Most of the local shops shut at 1pm on Saturdays, but the majority of the 'UK stores' tend to remain open all day. At the northern end of Main Street is Casemates Square which is full of cafe and restaurants. Additionally there is a market hall, open Monday to Saturday, which houses a number of meat, fish and vegetable outlets. There are numerous back street grocers and mini-marts which tend to be run by the local Moroccan community. Their vegetables tend to be cheaper than those in the supermarket. These little shops are well worth a visit. Morrison's supermarket offers a wide range of services including all food products, butchers dept, delicatessen, café, pharmacy, daily UK newspapers and magazines, cash back and ATM facilities as well as a petrol station. Open 7 days a week. There is a taxi phone situated in the foyer.

Transport

The Gibraltar Bus Company operates a good bus service throughout the Rock. On average buses run every 15-20 minutes on their 7 routes (blue buses). Gibraltarian residents, including MoD personnel and their dependants, travel free of charge



on production of the appropriate photo ID card.
The frontier route (red bus route 5) is run by Calypso travel and is not free of charge.

Air Services

Currently British Airways operate between Heathrow and Gibraltar. Easyjet operates Gatwick and Liverpool to Gibraltar. Monarch Airlines fly to Luton and Manchester. Opportunities to add flights to other UK regional airports are being sought.

Taxi

There is just one taxi service, The Gibraltar Taxi Association on 20070027.

Crossing the Border

The border with Spain is open 24 hours a day. For frontier queue information telephone 20042777, which will give you regularly updated, recorded information on any estimated delays when crossing by vehicle from Gibraltar into Spain. Remember you need your passport, proof of residency card (green card) and your European Health Insurance Card (EHIC). The HIVE also have a list of items that you will need to carry in your car whilst in Spain, call into the HIVE for a copy of this list.

LEISURE AND PLEASURE

Places of Interest in Gibraltar

Alameda gardens Opened in 1816, the Gibraltar Botanic Gardens at the Alameda are being restored to their former internationally renowned glory. It is a typical Mediterranean setting with pines and olives, dragon trees and palms. Gibraltar's varied native flora can also be enjoyed along the walks and the water features in this quiet garden.

Moorish Castle

It is reasonable to suggest that the Moorish occupation of the Iberian Peninsular was spearheaded in 711 AD from Gibraltar. The castle dates back to at least, 1333 AD.

St Michael's Cave

Geologically, the Rock is extremely interesting with over 140 known caves. The largest and most impressive, St Michael's Cave, is open to visitors and is known to have been occupied by Neolithic Man. St Michael's Cave is the spectacular setting for the many varied concerts held on the Rock.

Upper Rock Nature Reserve

Over the centuries Gibraltar's geographical position has attracted the attention of conquering armies, resulting in an exceptionally rich military heritage. However, long before man had any bellicose intent, nature had colonised the Rock providing it with a unique natural history. Gibraltar's main habitat is a dense matorral, with a number of plants found only on the Rock. The Dwarf Fan Palm, Europe's only native palm is just one of the 600 species of flowering plants on the Rock. Gibraltar is also rich in fauna with a wide variety of non-mammalian species such as lizards and butterflies, some of which are rare. Gibraltar is special when it comes to birds with over 270 species recorded. Geologically, the Rock is again extremely interesting with over 140 known caves. The largest and most impressive, St Michael's Cave, is open to visitors and is known to have been occupied by Neolithic Man. The Upper Rock Nature Reserve holds much of Gibraltar's Historical sites, a testimony to its dramatic and tumultuous past.

Leisure & Pleasure

Artificial Reef

Gibraltar's artificial reef is unique. It was the first in Europe and over the years has become a gem of the Mediterranean seabed. The reef was started in 1975 to help regenerate a seabed that had been turned into a barren wasteland, the result of years of dredging and over fishing. It started with rocks and tyres, but these didn't withstand the power of the sea. So then cars were used as a substrate, but these too didn't fare well against the currents and corroded too fast. The third phase finally provided us with a structure that had a long life span, would withstand all weather conditions and provide all the advantages of a natural habitat. There are now 26 wrecks forming the reef attraction a rich variety of marine life. Each of these wrecks is like a busy junction on a sub-sea motorway. From an underwater desert, the sea off Camp Bay has been transformed by The Helping Hand Trust into a vibrant oasis of life. Here you will find corals, gorgonians, lobsters and crabs. There are sponges, anemones, octopus and eels. There are shoals of fish, small and large, from Anchovies and Bream, to Scorpion fish and Bass. All of these areas are now protected by local and EU law.

The Great Siege Tunnels

The Great Siege Tunnels are a tribute to man's ingenuity. They were excavated in 1779 with the simplest of tools, the defenders were able to construct against all odds, a unique system of defence. A visit to these tunnels is a must.

A City Under Siege

Gibraltar's 'A City Under Siege' is an exhibition of life in Gibraltar during the Great Siege of 1779-1783, which is brought to life with vivid scenes using models and displays.

World War Two Tunnels

This is a two and a half-hour tour that takes you through the tunnels where the invasion of North Africa was planned by General Dwight Eisenhower.

Rock Tours

One way of visiting Gibraltar's main tourist sites is by taxi or minibus. The 'Rock Tour' will take you around Gibraltar and includes St. Michael's Cave and the 'Apes' Den amongst others.

Cable Car

Cable Car is the best way to the Top of the Rock and a must-see attraction for all visitors to Gibraltar. You can start your ride from the Gibraltar Botanic Gardens to the Apes' Den and then onto the summit from where, on a clear day, you can see the coast of Morocco with the Atlantic stretching before you and the Mediterranean behind. The journey takes passengers 412 metres above sea level in approximately six minutes, offering spectacular views all the way. The Top Station is perched at the very summit of the Rock of Gibraltar, with sheer cliffs to the east and tree-covered slopes leading to the City of Gibraltar to the west.

The Convent

This building situated towards the Southern end of Main Street, has been the official residence of Gibraltar's Governors since 1728. It was once a Convent of Franciscan Friars, hence its name. The Changing of the Guard is performed at various times of the day, on weekdays, by soldiers of the Royal Gibraltar Regiment.

Shrine of Our Lady of Europe

Located at the Southern end of The Rock, this shrine was originally a mosque and converted into a chapel by the Spanish in 1462. The light that was kept burning in the tower above the chapel was the original Gibraltar lighthouse. Although the shrine was plundered by the pirate Red Beard, its most valuable treasure, the 15th century statue of the Virgin and Child, is still venerated there to this day.

Museum

The Gibraltar Museum opened in 1930 is in Bomb House Lane. It is situated in a house built over the Moorish Baths, and has spellbound visitors with its vast collections ever since. In a building that is steeped in history, you can walk the very corridors and halls that were used by the Muslims when they lived here close to 700 years ago, or, that more recently, housed the officers of the Royal Artillery during the Great Siege of 1779 to 1783. The Museum has an auditorium where visitors can watch a short film 'The Story of Gibraltar' which narrates a fascinating summary of the Rock's long and complex history in an enjoyable fifteen minutes.

Parson's Lodge

This fortification once housed three 18 ton ten inch rifled muzzle loaders. During

60

the Second World War modern emplacements were added.

Europa Point

The Gibraltar Lighthouse is the only one regulated by Trinity House outside the UK. It dates back to 1841 and stands 49 metres above sea level with a range of some 37 kilometres.

The Marinas

Gibraltar is an ideal centre for water sports such as sailing, yachting and diving. There are two marinas, Marina Bay and Queensway Quay. Apart from the excellent facilities and services that they provide, some of Gibraltar's finest restaurants can be found on the sea front of these marinas.

Trafalgar Cemetery

Situated just south of the City Walls, this was used as Gibraltar's military cemetery in the early 19th century. Although the name commemorates the Battle of Trafalgar, only two of those buried at the cemetery actually died of wounds suffered in the battle (1805). A ceremony is held here every year, on Trafalgar Day, to commemorate Lord Nelson's victory.

Ocean Village

Is a waterfront entertainment complex with many bars, restaurants and small boutiques, some of which offer a MoD discount on the bill. It also has a casino and a night club (admittance 25 years & over).

Kings Bastion Leisure Centre

Across the road from the Rooke site, set between the walls of a Bastion, once used to defend Gibraltar against invading forces during the 18th century is the Kings Bastion complex. Activities include Cinemas, Bowling, Ice Skating, Amusement Arcade, Games Room, Internet Lounge, Restaurant, Bars, Youth Bar/Lounge, Disco and Fitness Gym.

City Centre

The City centre is long and narrow, extending along the pedestrian areas of Main Street, Irish Town and their adjoining side streets. At its northern end, Casemates

Square, a large open area has become a focal point for bars, restaurants and shops. Trees have been planted throughout the old city and strategically placed benches, pavement cafes and bars offer a little welcome relief for weary shoppers.

Dolphin Tours

A large population of wild dolphins can be found in the Bay of Gibraltar. Take a dolphin-watching boat trip, and see how these enchanting mammals live and play in the warm Mediterranean waters.

Beaches

There are 6 beaches in Gibraltar.

Eastern Beach: Long, flat, sandy beach with good snorkelling.

Catalan Bay: Small sandy beach with hotel and bars close to hand.

Sandy Bay: Small sandy beach situated at Both Worlds.

Western Beach: Small sandy beach next to Spanish border.

Camp Bay: Pebble beach with paddling pool and small bathing pool. Café and toilet facilities are available.

Little Bay: Small shingle with rock bathing

Europa Pool

Follow Rosia Road, past Camp Bay and the pool is just before you get to the tunnel. This pool is for MoD personnel and entitled dependants. Friends and family of the above may use this facility at an extra charge with the production of a JPDU temporary pass from the Pass Office in Rooke (Cheques are only accepted for payment at this office).

GASA Pool

Located near Morrison's supermarket. It is free to use but is for lane swimming only and a swimming hat must be worn at all times.

Shopping in La Linea

La Linea is the town immediately over the Spanish Border. For most every day needs there is a large Carrefour hypermarket in La Linea and another one on the N340 road to Algeciras. La Linea has an indoor market in the town centre, which is open every day selling meat, fish, fruit and vegetables. Saturday morning is the

best for buying fresh fish. A very large open-air market is held every Wednesday morning from 0900 to 1400, just cross the border, the market is about 500 metres further on. It sells everything from fruit and vegetables to materials, pottery and plants. In the summer the market gets very hot and crowded after 1100hrs so do try and go early.

Within 10km of Gibraltar are:

Carrefour - Very large hyper-market

Mercadona/Lidl/Aldi/ - Supermarkets

BriCor/Leroy Merlin - similar to B&Q

NorAuto - Similar to Halfords

Media Mart - Large Electric shop, similar to Curry's

Toys R Us

Decathlon - Sports Supermarket

N.B. Duty is currently payable on everything except food and living plants when re-entering Gibraltar.

Travel in Spain

Taxi

These are plentiful in all the large towns. Prices for short trips are reasonable.

Buses

There is a very good bus/coach service that runs between the coastal towns and further afield. The nearest coach/bus station is in La Linea just five minutes walk from the border.

Airports

The airports of Malaga and Jerez are both within easy reach. Various air operators offer services to the UK and a trawl on the Internet should produce some very reasonable fares. Airport parking is much cheaper than in the UK.

NOTES