

# NCI ACADEMY Mons

## Student information package

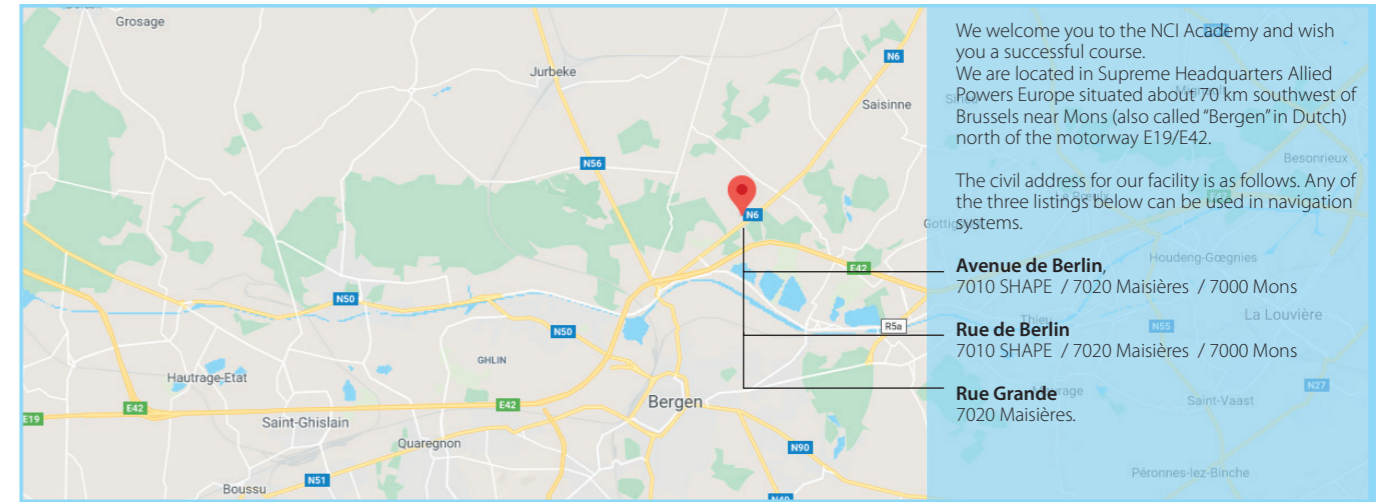




## Location

Our facility is located in Mons, Belgium and situated at the Supreme Headquarters Allied Powers Europe (SHAPE). The NCI Academy is responsible for the delivery of NATO-approved training and education to NATO, the Nations, international organizations and partners. The NCI Academy provides individual and collective training on NATO Communications and Information Systems (CIS), including Air and Missile Defence Command Control (AMDC2). The Academy supports the Military Training and Exercise Programme (MTEP), and provides assistance to NATO and national Commands in preparing for NATO operations. It also provides education and training services for internal Agency staff in support of professional and personal development, and mission (post) specific requirements to ensure that the Agency has the necessary skills to meet customer requirements. A catalogue of courses outlines the numerous training and education options provided by the NCI Academy in Oeiras, Portugal, as well as Agency courses held in Mons, Belgium and The Hague, Netherlands.

**Directions (by coach/car):** Take the motorway E19/E42 and take exit 23 "S.H.A.P.E. / MAISIERES". If you are coming from the direction



Namur/Brussels please turn right, if you are coming from direction Tournai/ Paris turn left onto the N6 in direction "Brussels/ Soignies/ Maisières / S.H.A.P.E.". You will pass "Mons – Maisières" approaching a low hill. When you reach the top, please take the left lane and turn left towards the "SHAPE Berlin Gate."

**From Brussels:** Take ring RO or motorway E19/A7 in direction of Bergen – then follow E19/E42 in the direction of Mons/Paris. It will take at least 1h15 to drive from downtown Brussels to SHAPE.

**NCI Academy Mons is located in 100 area:** Once you have passed the Berlin gate, after 250 meters, take the first exit to the right towards the Headquarters. At the first roundabout, turn left, first exit to reach the building 126. Parking is available next to this building.

**The NCI Agency and Unit Support Element are located in 300 area:** After passing the Berlin Gate, at the first roundabout, take the third exit. Continue straight and take the first right. You can park your car in designated areas.

## Welcome

Welcome to the NATO Communications and Information (NCI) Academy in Mons, Belgium. This introduction intends to guide you through the transit arrangements and arrival process.

Before arrival, all students accepted on our courses should be aware of the course objectives and prerequisites and have confirmed with their Training Coordinators that they satisfy the prerequisites as defined in the course description.

## Your arrival

### What happens on your first day?

In-processing takes place in the morning of the first day of training. It starts right at the reception at the main gate (Berlin Gate) with an identity check. Classes are scheduled to start at 09:00, so students are encouraged to be at the gate at 08:30.

### What do you need to bring?

Please bring your NATO ID card (if applicable), passport or national equivalent. Holders of an AMIS card badge will be requested to exchange their badge at the security office for “non-escorted” badges. You will need to show your identification/badge to the guard main entrance; only in the morning at first. On the arrival day, during the in-processing, a security badge will be issued to you to use around the compound during your stay.

### Course Information:

All our courses start at 09:00 hours. Lunch breaks will be from 12:00 until 13:15 hours. Full-day courses will finish around 16:30 – 17:00 hours. Please ensure that your flights are booked later in the afternoon to avoid conflicts with the course schedule. If for any reason you are unable to be on time on the first day, please inform the student administration office as soon as possible.

Contact info is: Student Admin no: +32 65 44 1363, NCN: 254-1363 and or email [training@ncia.nato.int](mailto:training@ncia.nato.int)

## Security

Holder of valid NATO ID can access SHAPE freely without needing to in-process at the Visitor’s Office (Berlin Gate). All the other attendees will be on-boarded in the morning of the first day of training at the main gate, following their identity check. Your classes are scheduled to start at 09:00, so students are encouraged to be at the gate at 08:00 at least.

### What do you need to bring

Please bring with you your NATO ID card, or national equivalent as an e.g. passport. Holders of AMIS card badge will be requested to exchange their badge at the security office for “non-escorted” badge. While security incidents are relatively rare, you are however encouraged to adhere to the following security advice when traveling and circulating the area:

- Exercise vigilance when in public places, or using mass transportation;
- Do not wear military uniform in the area;
- Be aware of immediate surroundings and avoid crowded spaces;
- Follow the instructions of local authorities, especially in an emergency;
- Monitor media and local event information sources and factor updated information into your travel plans and activities;
- Be prepared for additional security screening and unexpected disruptions.

The emergency number 112 is the only one you can call for free in all European countries, if you need urgent help (medical, fire and police).

## IT, mobile devices and photo restrictions

**GSM telephones are not permitted inside NCI Agency Class II Security Area - PHOTOGRAPHY IS STRICTLY FORBIDDEN WITH A CAMERA, MOBILE PHONE OR ANY OTHER DEVICE.**

Visitors who wish to bring electronic equipment into the NCI Agency building nr. 302, should complete an Equipment Media Pass Form. This form should be carried along with the equipment and will be signed off by NCI Agency guards during the check-in procedure.

## Transportation

There is no shuttle bus between SHAPE and hotels in town so please make your own travel arrangements. Most hotels work with their own taxi companies.

### Authorized taxis:

SHAPE authorizes four local companies to access the SHAPE compound as an alternative means of transportation. Three taxi services and one airport shuttle service. Regular taxis are not authorized in the 100 area. The shuttle service HG Travel-Autos is allowed in the 100 area. All taxis are authorized to provide services from the 200 to 900 areas. If you are entering SHAPE in one of the four authorized taxi companies, the driver must show the proper identification and each passenger in the vehicle must show their SHAPE identification card. Failure to follow any of these procedures will result in denial of authorization to enter the compound.

### Taxi services:



- Taxis Willy:** 0497/49.60.00 (English-speaking dispatcher) or 065/31.98.08 (French-speaking dispatcher)
- Taxi Top:** 065/84.24.06 (English- or French-speaking dispatchers)
- Taxi Philippe:** 0473/79.89.23 (St-Ghislain) or 0474/69.22.72 (Mons)
- Travel Autos Airport Shuttle Service:** 068/28.51.36 (English- or French-speaking dispatcher)

## Dress code

The dress for participants in this training is civilian business casual attire or military uniform. The Agency has changing facilities.



## Accommodation

Please be informed that there are no student quarters at SHAPE. Below is a list of hotels applying NATO rates:

### Best Western plus, Hotel Casteau Resort Mons

Chaussee De Bruxelles 38  
7061, Casteau, Belgium  
Tel: +32 65 320 400



### La Sapinière(behind SHAPE)

Chemin de Mons, 29  
7050 Masnuy-Saint-Jean (Jurbise)  
Tel: +32 65 700 237



### Utopia Hotel(behind SHAPE)

Chaussee Brunehault, 392b 7050 Masnuy-Saint-Jean  
Tel : +32.65.848.785



### Van der Valk Congres Hotel Mons

Avenue Melina Mercouri 7 7000 Mons (behind train station)  
Tel : +32.65.390207



### Ibis Mons Centre Gare Hotel

Boulevard Charles Quint 27b 7000 Mons (in front train station)  
Tel: +32 65 847 440



## Personal bags and luggage

Please note that students are **NOT** to carry any luggage/bags into the RGF compound. Luggage should be left at the Hotel, if permitted. Please check

## Mess, Bar and Cafeteria

### Food and Beverage

#### Shape Club

BLDG. 803, Luxembourg AV  
085/44133  
shapeclub@shapemwb.be  
MON - FRI 07:30- 22:00 HRS

As your main catering facility for all your events, check our catering guide to make your event a success at the SHAPE club, or alternately to cater an event at your location. Our catering guide offers a selection of all our services and menu options to suit your specific event.



## The Silver Spoon

The Silver Spoon cafeteria facility provides excellent catering services to the SHAPE community, official guests, and visitors.

- Breakfast:** The menu includes an 'à la carte' selection of all your breakfast favorites, cooked to order by our cooks, as well as an extensive continental buffet including freshly baked breads and pastries.
- Lunch:** The versatile cafeteria boasts a selection of dining options, which can be enjoyed in the dining area or packed to go by our helpful staff.

#### The dining options include:

- Hot menu line:** The menu line comprises a selection of hot meal options, varied daily, including fish, meat, or poultry choice, with fresh vegetable, rice, or potatoes.
- Sandwich bar:** Our helpful staff will prepare your sandwich to order from your choice of bread and filled from the extensive range available.

Find Us here:	Opening times
Bldg. 102	Breakfast: Mon - Fri: 07:30 - 10:00
Salwa Ailane - 065 44 3323	Lunch: Mon - Fri: 11:30 - 14:00
Sabrina Di Nella - 065 44 5114	Coffee Bar: Mon - Thu: 08:00 - 16:30 Fri: 08:00 - 15:30
silverspoon@shapemwb.be	

## Continental Mess

- Breakfast:** We offer a continental buffet every day, proposing once a week an English breakfast, pancakes, or mini-burgers.
- Lunch:** Choose among our selection of starters, salads and desserts. Every Tuesday, we prepare an excellent grilled beef steak with Belgian fries. Coffees and teas are included in our lunch's price.

#### Authorized customers:

All military other ranks (ORs) including visiting, TDY and dependents, NATO NICs grades B1 to B4 including visiting, TDY and dependents, all LWS / LWR / LWF/DCB personnel, SIS personnel, all equivalent Non-Commissioned Officers (NCOs) from the Belgian Federal Police. Any personnel not included in the categories above are NOT authorized to dine in the continental mess.

FIND US HERE	Opening times
Bldg. 311	Mon – Fri: 07:00 – 09:00 & 11:30-13:30
065 44 4741	Sat: 10:00 – 16:00
contimess@shapeskynet.be	

## Pizza Bowl

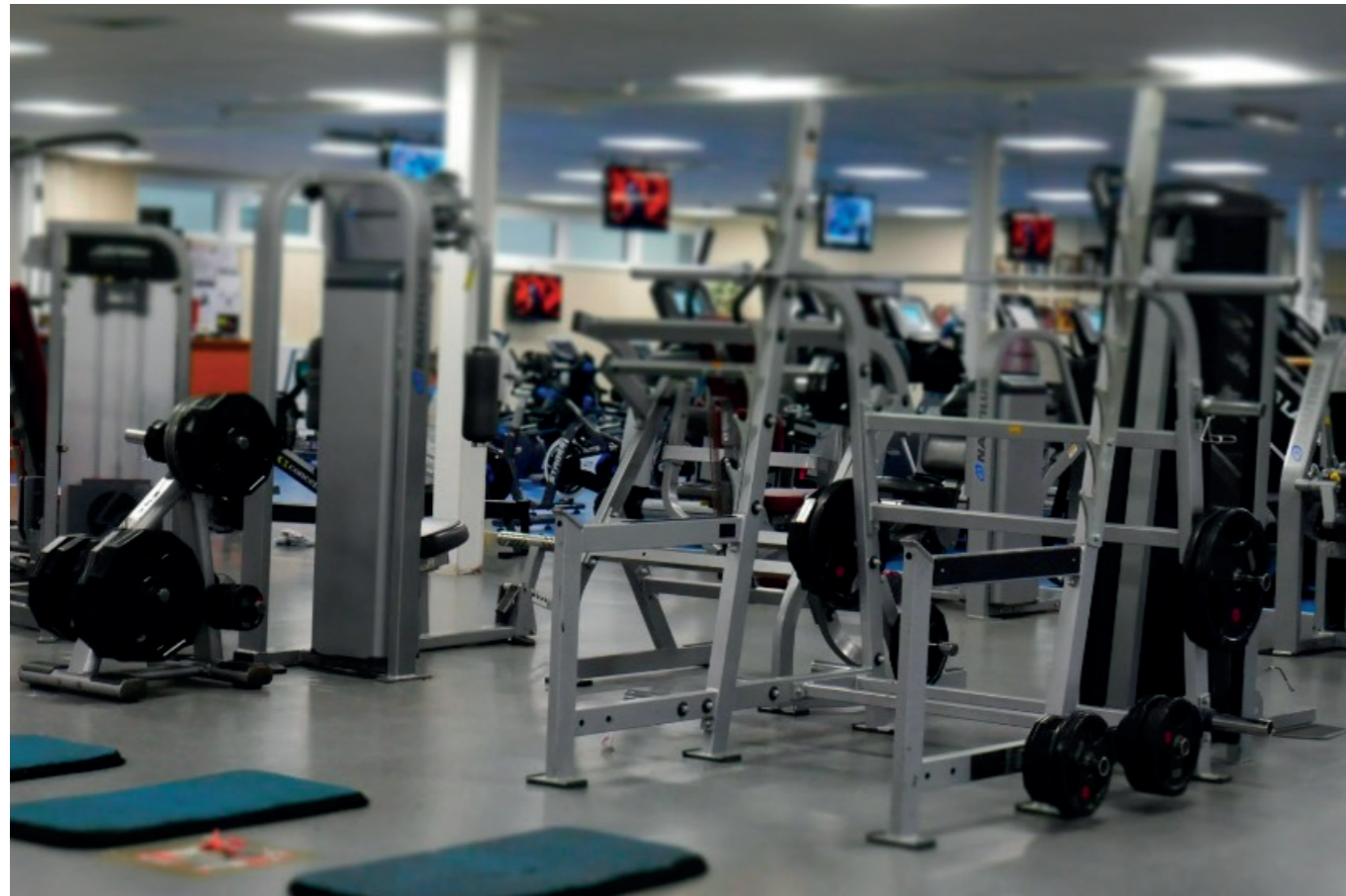
#### Take-away and delivery service:

Order by calling 065/44 56 97 (only card payments are accepted)

Download the menu here <https://www.shape2day.com/resources/site1/General/lodging-dining/deliverymenu.jpg>

The SHAPE Pizza Bowl is a United States Bowling Congress-sanctioned 12 lane bowling centre. Pizza Bowl is open seven days a week and provide services to leagues. There is also time for open bowling and glow bowling on Friday and Saturday nights. Pro shop offers bowling equipment and your bowling ball can be drilled on site. Birthday parties complete with party favors can be booked. Organize your team building day in our facility. Come and enjoy a day or evening with your family at the Pizza Bowl.

## 10. SPORT FACILITIES



### Sports and Fitness

The **Sports and Fitness Centre** provides a variety of programmes and services from aerobics to weight training facilities. To use the athletic facilities and programmes, you must be 18 years old (waivers may be granted in some instances) and have a valid SHAPE ID card authorizing access to SHAPE facilities.

#### Fitness annex

The fitness Annex (Building 301) is situated across the Sports and Fitness Centre parking lot. The facility has a selection of free weights and fix weights machines, a large amount of CV equipment and a good stretching area. Personnel using the facilities must use a workout towel when using the equipment.

#### Find Us here:

Bldg. 313  
065 44 5325  
or on Facebook

**Opening times**  
Mon - Thu: 05:30 - 21:00  
Fri: 05:30 - 18:00  
Sat - Sun: 09:00 - 12:00

### Swimming pool



The swimming pool is 25 metres in length, heated and located inside the Sports and Fitness Centre. Children under nine years old must be accompanied by an adult. Currently, the swimming pool is free of charge. The checkout section can provide you with a copy of the opening times of the swimming pool.

#### Lockers

Get a permanent locker by visiting the Main Gymnasium office and having your name placed on the waiting list. Lockers are pool or sauna side changing facilities - full or half size. Daily use lockers and locks are also available on a first come first served basis with your SHAPE ID. No charge for daily locker (no personal padlocks allowed).

#### Towel policy

It is compulsory for users of both the Fitness Suite and the Fitness Annex to use a towel during workout. Towels for this purpose are issued (1.00 EUR) by the Checkout staff. You will need to buy a 5 EUR or 10 EUR card (5 or 10 towels) and to have a SHAPE ID to check out a towel. You are welcome to bring your own from home.

#### Saunas

The Main Gymnasium has separate male and female sauna facilities. The opening times are Monday to Friday from 05:30 to 20:30 hours, Saturday, Sunday and SHAPE holidays from 10:05 to 15:30 hours. All displayed instructions must be followed. The minimum age for use of the sauna is 18 years old. This facility is free of charge.

## Smoking



Smoking is only permitted in the designated smoking areas of the compound. Smoking is strictly forbidden inside any building.

## ATM machine

There are two automated-teller (ATM) machines of AION Bank on the premises. They are situated by building 102 and building 506 next to the rationed-items store.

## Medical facilities

The SHAPE healthcare facility is an outpatient clinic that provides non-emergency medical services to the SHAPE community. The SHAPE healthcare facility does not have an emergency room. For life-threatening or serious injuries requiring immediate care, please contact the Liaison at Ambroise Pare (065-39-2911), then proceed to Ambroise Pare in Mons.

**Address:**

2 Boulevard President Kennedy,  
700 Mons, Belgium,  
Phone: Medical 065-41-4000,  
Dental 065-41-414114. RGF compound

## CONTACT INFORMATION



**Education & Training Service Line NCI Agency – E&T Service Line**

Rue Grande – 7010 Mons  
SHAPE – Belgium  
Building 302B  
Phone : 0032-2360-5800  
NCN : \*1 - 257-5800  
Mail : training@ncia.nato.int



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**Agence OTAN d'information et de communication**

**Headquarters**  
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