



NFIU
ESTONIA

NATO FORCE INTEGRATION UNIT ESTONIA

WELCOME PACKAGE



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Dear friends,

On behalf of the Ministry of Defence and the Government of Estonia I would like to welcome you to Estonia! We are pleased to move forward with the implementation of the NATO Force Integration Unit (NFIU) in Estonia and proud to host you in our country.

The creation of this NFIU is a great achievement. It demonstrates NATO's commitment to defend its Allies. It is tangible proof to the people of Estonia that NATO Allies are there to offer their support when needed. The work of the NFIU will help NATO to react quickly in any crisis, critical in terms of today's unpredictable security challenges.

Estonia is sincerely thankful to the Allies for their contribution and your work will be critical to our collective security. It is therefore of utmost important for us that you feel at home and comfortable, and we are committed to offer a substantial support package. This package covers wide range of relevant services such as administrative facilities, morale and welfare, force protection, medical services, tax exemptions and availability of English language education to your children. We hope you will have everything you need!

From my side I would like to assure you that Estonia is a great place to live and stay. Many day to day tasks are made easy thanks to the accessibility of internet services and e-administration. Additional benefit is that according to the World Health Organisation 2011 report we can claim to be the country with the cleanest air. We hope that you will also profit from the many cultural events held in Estonia, as well as its untouched nature.

I wish you and your families a great stay in Estonia! Your presence is much appreciated!

Best regards,

Margus Tsahkna

Minister of Defence of Estonia



Welcome to Estonia!

We do continue our work on the generation and implementation of the NATO Force Integration Unit Estonia. There are still several challenges to meet in order to deliver capabilities in line with our primary mission - to enhance alliance's readiness. Your contribution will help to tackle those challenges in a most effective way.

For the Estonian NFIU, there are three main areas to focus on during the next months:

First - completing preparations for receiving and employment of appointed personnel. This includes providing working conditions, conducting on-the-job training according to NFIU mission and providing support to accompanying families.

Second - consolidation of command and control relations between higher headquarters, host nation and NFIU. This requires many working hours with our counterparts in Multinational Corps North-East, Joint Forces Command Brunssum and here in Tallinn. It also includes participation in upcoming regional exercises.

Third – understanding our mission and tasks in the context of established working relations and implementing direction and guidance from Multinational Corps North-East in close coordination with Estonia as a Host Receiving Nation.

These three main work strands will facilitate Estonian NFIU to reach its Final Capacity as planned. At the same time we will be ready to step in as necessary to contribute to all new initiatives that are prepared in order to enhance security situation in our region.

I have no doubt that we as a team, will make this unit work and operate along the lines of highest standards and meet all expectations that our political leadership and commanders have called the unit into being for.

Col Urmas Nigul

Commander EST NFIU

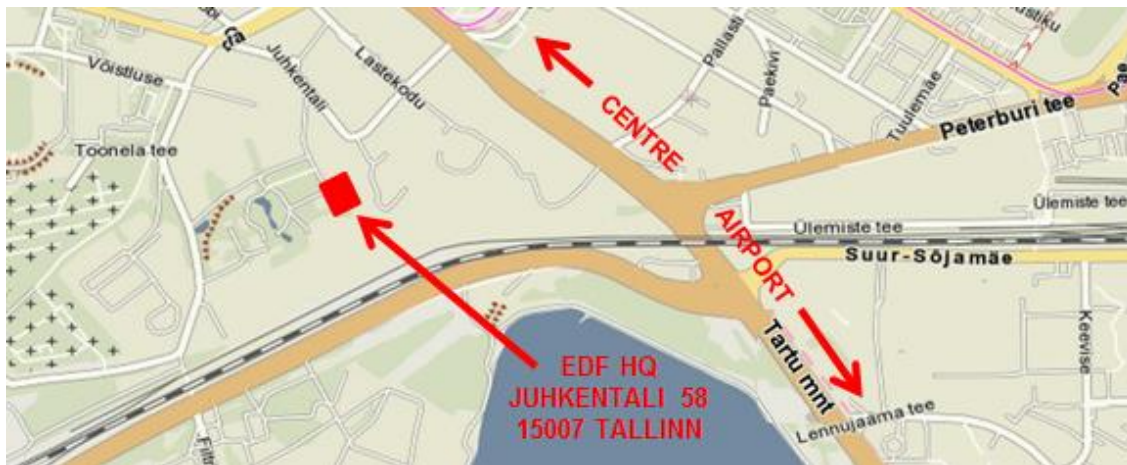
EST NFIU LOCATION AND FACILITIES

LOCATION

EST NFIU will be located in Tallinn within the EDF HQ compound at Juhkentali 58, Tallinn, close to the city center. Initially it will be located within the building of EDF HQ, but later a building assigned to EST NFIU will be renovated.

The postal address of EDF HQ and EST NFIU is:

Juhkentali 58
15007 Tallinn
Estonia



SECURITY AND IN-PROCESSING

All personnel serving or working at EST NFIU must be security cleared to appropriate level according to requirements of his/her position. The clearance has to be done by the sending state. The clearance must be effective before starting service in EST NFIU and must last until the end of service.

All personnel must bring a copy of their security clearance certificate.

All personnel will be briefed on security regulations and procedures upon arrival.

The in-processing to EST NFIU will be conducted according to EDF HQ requirements and NFIU will organize assistance as necessary.

EST NFIU ACCESS CARD

The EST NFIU access card functions as:

- an ID within the headquarters
- a key card to give you access to offices.

The ID card should not be used outside the HQ premises. Cards are provided to the EST NFIU by EDF HQ security staff. Cards should be returned when your time of service at EST NFIU has ended.

In case of loss of your personal electronic access card or NATO ID card, immediately inform the security team of EDF HQ.

DINING

A cafeteria is located in the building next to the main entrance of the EDF HQ compound. There are also several restaurants in the walking distance.

EDF HQ LIBRARY

The library is available for members of the EST NFIU and it is located in the EDF HQ.

The opening hours are:

Monday to Thursday 8.00-16.45

Friday 8.00 – 15.30.

PARKING

Parking spaces are available at the HQ compound. The NFIU access card is required to gain access to the parking areas.

More information about Estonian Defence Forces can be found at following web pages:
<http://www.mil.ee/en> and <http://www.kaitseministeerium.ee/en>

ENTRY AND STAY IN ESTONIA

For entry and stay in Estonia NFIU members and their dependents need to follow the following procedure:

1. The sending state must send information on the posted NFIU member and dependents to NFIU Point of Contact at least 16 work days before the planned arrival. The information should include name, date of birth, citizenship, number of the document (preferably passport) used for border-crossing, military rank, period of stay in Estonia and planned point of entry into Estonia.
2. On the basis of this information the Minister of Defence will issue a permit for entry into Estonia. This permit will be forwarded to the Border Guard.
3. On the border you should present your travel document and travel order. The Border Guard official will issue a stamp into your passport showing your status and duration of stay in Estonia. The stamp will also be issued into the passports of dependents.

If, for some reason, the information of your arrival does not reach NFIU in time and the Minister of Defence has not issued the permit of stay before your arrival, you may cross the border as a tourist and NFIU will take care of the permit as soon as possible. However, in such case you will not be covered by NATO SOFA, Paris Protocol or the Supplementary Agreement until the permit has been issued.

Dependents do not need a visa and are allowed to work in Estonia during their stay without applying for a work permit. Estonian laws apply to working in Estonia.

IMPORTANT!

NFIU members and their dependents are under no circumstances to register in the Estonian Population Registry, even if someone suggests you to do so!!!

ESTONIAN ID CARD AND BENEFITS OF USING IT

NFIU members and their dependents can apply for an ID-card (for EU citizens)/ residence card (for other nationals) and/or mobile ID. Obtaining any of these documents does not make you an Estonian resident, but having them helps you to integrate into e-Estonia.

The application must be submitted in person at one of the designated offices of the Police and Border Guard:

1. J.Vilmsi 59, Tallinn (walking distance from the EDF HQ)

2. Sõle 61a, Tallinn

The offices are open 9-18 on work days, except the last Friday of each month.

If you are applying for an ID-card or residence card for the first time, you need to go to the Police and Border Guard office in person and bring your passport. Later you can renew it via internet, if necessary. Parents apply for an ID card and residence card for children under 15.

Upon submitting an application, it is required to definitely inform the official of the legal basis of your stay: "international military cooperation". You should show them the stamp in your passport.

At the Police and Border Guard office you can submit an electronic application, take a document-size photo in the photo booth and pay the state fee. You will also be fingerprinted.

Both documents are issued in 30 days, usually in a week or two. The state fees are the following:

ID card	25 euros
ID card in expedited order (within 5 working days)	45 euros
ID card for children under 15	7 euros
Residence card	35 euros
Residence card in expedited order (within 5 working days)	64 euros
Residence card for children under 15	7 euros

Areas of use for ID-card and residence card:

- Identification
- Digital signing and encryption of documents
- Electronic banking
- Registering vehicles online
- Buying public transport tickets online
- Accessing your children's school information (grades, curriculum etc) online
- Making doctor's appointments online
- Accessing your accounts at TV, mobile phone, internet companies
- Serves as loyalty/rewards card for a number of shops

Both the ID card and the residence card can only be used in Estonia, they are not travel documents.

ACCOMODATION

Recommended databases for searching apartments and accommodation are:

www.city24.ee

www.kv.ee

www.ekspresskinnisvara.ee

EST NFIU is located in Central Tallinn, to the south of the Old Town, in Juhkentali district. Most of the city center (Kesklinn) is in walking distance from NFIU.

The map below gives you an overview of the different parts of Tallinn, with the red arrow pointing to NFIU.



Real-estate companies usually provide full service from location choice through reaching lease agreement and helping with problems. The usual broker's fee is one month's rent which must be paid on signing of rental agreement.

The Old Town (Vanalinn) is very popular with foreigners who want to feel the touch of the Middle Ages. The apartments are very special and unique, but you should take into consideration the downsides: the streets are very narrow and most of them not accessible by car so parking is a problem. Most of the buildings only have electrical heating system (costs are much higher compared to gas or central heating) so don't forget to ask about the estimated heating costs during winter period as they might be very high during the cold Estonian winters.

The Centre (Kesklinn) might be an option for you, if you appreciate a convenient lifestyle close to cafés, theatres, shopping centers etc. Finding a parking space is usually not a problem either, since most of the apartments come with a parking space.

Kadriorg is in walking distance from the Old Town, from the sea, from KUMU museum and from Kadriorg Park that is always a pleasure to visit. It is a dignified, safe and rather quiet area popular with the Estonian upper middle class. If you have a family, but would still like to live in town and do not appreciate traffic jams, this is the place for you.

Pirita is located near the seaside next to Kadriorg. This is a naturally nice and green living environment popular with young families, where you may find nice apartments in new buildings and detached houses for rent. The area offers many possibilities for recreational activities such as cross country skiing, jogging, cycling, roller skating etc. The downside is the traffic jams during rush hours.

Kalamaja is located right opposite to the Old Town and is nowadays highly appreciated by young artistic people with its romantic renovated wooden houses. Although a few years back it was considered a rather dangerous area, today it is extremely popular and prices are comparable to the rather posh area of Kadriorg,

In case you are looking for a living environment near the seaside in a lovely private residence close to Tallinn, you should keep an eye on the **Viimsi** and **Tabasalu** areas. The only downside, if you need to be connected to the Centre, is the traffic jams during rush hours.

Furniture

While looking for an apartment, you should keep in mind that most of the properties in Estonia are rented out fully furnished. Non-furnished properties usually cost around 10% less compared to fully furnished ones. In newer buildings (built in 2005-2015) prices are higher than in the old ones.

Payments

It is not unusual that the landlord only accepts cash payments regarding rent and utilities. If this is the case you have no reason to be suspicious as long as the landlord will agree to prove receiving the payment with their signature every time. It is worth

mentioning that utility costs come as an extra to the rental price you see in the advertisements and are calculated monthly on the basis of water, heating and electricity consumption.

The first payment usually consists of the first month's rent in advance and a deposit. The renter usually also pays the real estate commission (in the amount of one month's rent + VAT 20%), unless otherwise agreed.

TAXES AND DUTIES

IMPORT

Importation of personal effects, furniture, and privately owned vehicles is free of taxes and duties as follows:

- (1) **Personal effects and furniture:** During the six months subsequent to arrival, you may import personal effects and furniture free of taxes for personal use. After the expiration of the six-month period, you may import tax-free a supplementary shipment of personal effects and furniture. You may replace, by means of import free of taxes, lost or destroyed personal effects or furniture that was previously imported tax-free. Such items, to include other personal effects acquired during the period of NATO service, may also be re-exported tax-free.
- (2) **Privately owned vehicles** (incl. motor cycles, caravans): You may import private vehicles for personal use free of taxes.
- (3) **Recreational crafts, trailers, and recreation and camper vans:** You may import private recreation and camper vans free of taxes, as part of your personal effects and for personal use.
- (4) Receiving **parcels** from your sending State through the sending State's or Allied Headquarters' or Estonian postal systems free of all taxes provided the contents are for personal use.

TAX-FREE PURCHASES

You may **purchase** the items identified below in Estonia free of taxes:

- (1) **Personal effects** for your personal use in daily household, when the total value of the goods according to one invoice exceeds 64 euros. Personal effects that are exempt from taxes include durable goods for the use in personal household or for personal use (including kitchen and household utensils/crockery, furniture (in- and outdoor), curtains and window treatments, bed linen, table cloth, personal clothes, bicycles) and the following electronic equipment:
 - a. Functional electrical household appliances (kitchen, laundry, cleaner, lawn movers, light fixtures);
 - b. Personal computers/screens (and any software bought with the PC);
 - c. Television, radio, CD players, hi-fi, DVD, and video equipment.

- (2) **Privately owned vehicles:** One privately owned vehicle per person in the household above the driving age in Estonia at any one time.
- (3) **Recreation and camper vans:** One recreation or camper van per NFIU member at any one time.
- (4) **Caravans:** One caravan per NFIU member at any one time.
- (5) **Trailers:** One trailer per NFIU member at any one time.
- (6) **Motor cycles:** One motor cycle per person in the household above the driving age in Estonia at any one time.
- (7) **Recreational crafts:** One recreational craft per entitled member at any one time.
- (8) **Taxes on petrol and fuels** for privately owned vehicles and motor cycles for 100-400 litres per month, depending on the engine size of the registered vehicle or motor cycle, and the distance between home / work. **The exact amounts exempted from tax will be laid down in NFIU regulations.**

Not exempt from taxes are:

- 1) Services (of any kind), non-durable and consumable goods such as food stuff (including beverages, tobacco, maintenance products) and utilities (water, gas, electricity etc.).
- 2) Items which become:
 - a. Fitted to the structure of a building (such as fitted kitchen, bathroom and similar furniture;
 - b. Otherwise are fitted for or permanently fitted to a house (fitted carpets or flooring; alarms and safety systems; fitted ornamentation such as moulding, frames), or form part of a private property (such as garage, swimming pool (in ground or separate);
 - c. Garden fixtures (sheds, gates, greenhouse, fence, stakes, animal niches/shelters).
- 3) Sports articles and equipment, fitness articles, camping and leisure articles (including suitcases and trolleys); travel tickets.
- 4) Cultural goods, as defined by Estonian legislation.
- 5) Luxury items (gold, silver, gilded, silver plated, platinised items/utensils, gems/jewels, fur)
- 6) All electronic equipment that is not listed under electronic equipment in the Tax-Free Purchases Section above (including software, computer parts, movies, music, games, consoles, photographic, cinematographic, video, projection, laboratory, copying, relaxation equipment, personal care equipment).
- 7) Musical instruments and books.

8) Tools (including do-it yourself tools, equipment, and materials; garden tools and utensils).

9) Children's' toys.

10) Personal items for health or hygiene (including toothbrush, glasses, contact lenses, medical equipment).

11) Vehicle fittings, tackles, or other additional equipment where such is not included in the original purchase of the vehicle; vehicle spare parts and maintenance; unregistered trailers and quads.

SERVICE CARDS

All NFIU members and their non-Estonian dependents may apply for a service card from the Ministry of Foreign Affairs. The service card is mandatory, if you want to apply for tax refunds.

HEALTH CARE

Major hospitals in Tallinn are:

North Estonia Medical Centre/Põhja-Eesti Regionaalhaigla

<http://www.regionaalhaigla.ee/en>

J.Sütiste 19, Tallinn

Appointments: 617 1049

East-Tallinn Central Hospital/Ida-Tallinna Keskhaigla

<http://www.itk.ee/en>

Ravi 18, Tallinn

Appointments: 1900

West Tallinn Central Hospital/Lääne-Tallinna Keskhaigla

<http://www.keskhaigla.ee/?lang=en>

Paldiski mnt 68, Tallinn

Appointments: 6670679 or 1314

Tallinn Children's Hospital/Tallinna Lastehaigla

<http://lastehaigla.ee/en/>

Tervise 28, Tallinn

Appointments: 697 7200

EMERGENCY CARE

112 – number for emergency medical aid, rescue and police.

112 ambulance service covers all Estonian territory and provides emergency response for all emergency cases.

There are also emergency rooms in all of the abovementioned hospitals.

All emergency care is free, including 112 service and emergency rooms.

NON-EMERGENCY CARE

NFIU military members receive their Role 1 medical service from Signal Battalion. That includes routine sick-call, primary dental care, referrals for specialist care. Military medical service is free, costs raised by third parties should be borne by receiver and can be reimbursed according to own national regulations. Military medical service can provide services for active duty members only.

If a member has any significant medical history, then respective medical documentation should be presented for Signal Battalion medical center.

The additional information about healthcare in Estonia, financing the healthcare services etc. is available at <https://www.haigekassa.ee/en>

NFIU members who are EU citizens need to take the following steps in applying for Estonian Health Insurance for themselves and their dependents:

- Inform your employer about the need to complete form E106 or S1 (EU posted workers).
- Visit the nearest local office of the Estonian Health Insurance Fund (<http://www.haigekassa.ee/eng/ehif/contact>) and fill in the application form for registration. Enclose two copies of your E106 or S1 form and a copy of your Estonian ID card or passport.
- If there are any family members living with you in Estonia, write their names and birthdates on the application form. Enclose copies of their Estonian identity card or residence card. If you do not yet have an Estonian ID card, but you do have a stamp in your passport, then make copies of the stamped page (take it with you).
- According to the Regulation (EC) No 883/2004 of the European Parliament and of the Council article 17, an insured person or members of his family who reside in a Member State other than the competent Member State shall receive in the Member State of residence benefits in kind provided, on behalf of the competent institution, by the institution of the place of residence, in accordance with the provisions of the legislation it applies, as though they were insured under the said legislation.

• According to the Estonian Health Insurance Act and Social Tax Act a legally married dependent spouse of the insured person has the right for state health insurance coverage if he or she:

- is raising at least one child under 8 years;
- is raising a child of 8 years of age until the completion of the 1st grade;
- is raising at least three children under 16 years of age;
- has less than five years to the pensionable age.

Family physician

The NFIU members and their dependents covered by Estonian health insurance should choose a family physician. The family physician is the first person to consult with in the case of illness. The family physician sends the person to a medical specialist, provides advice concerning the prevention of diseases, takes preventive measures and issues health certificates, certificates of incapacity for work, and prescriptions.

The visit to family physician is always free. The family physician can ask a fee only for home visits. The fee payable for a home visit of the family physician is up to 5 EUR. The family physician may also demand a reasonable charge for the issue of documents (except for certificates of incapacity for work and prescriptions). If the family physician refers you to a specialist, you must pay a fee of 5 euros.

Some family physicians contacts that international military personnel stationed in Tallinn are using:

Pirita-Kose Family Physicians Practice, Dr Kaia Enni <http://www.piritakose.ee> Kose tee 59/Vabaõhukoolitee 2

Dr Svea Rosenthal, Sütiste tee 12, 675 5000, 514 5963

Innomedica <http://innomedica.ee/kontakt> – Medical and Radiology Clinic

Telliskivi Family Physician Practice, Telliskivi 1, <http://telliskivi.ee/meist/kontakt>

Family Physician Practice Sinu Arst, Narva mnt 7, <http://perearst.ee/index.php?id=40>

Full list of family physicians: <https://www.haigekassa.ee/et/inimesele/arsti-ja-oendusabi/perearstiabi/perearstide-kontaktid>

NFIU members who are not EU citizens should either have medical insurance purchased by their employer or pay for the medical services used in Estonia (except emergency care) the same way as uninsured locals.

PERSONAL VEHICLES

REGISTRATION

All private vehicles that are brought into Estonia for permanent or temporary use are subject to registration. Registration of a vehicle is necessary if the continuous stay exceeds one year.

Vehicles imported from non - EU Customs Union states can be registered as temporarily imported vehicles (a state fee of 335 euros must be paid). Vehicles brought to Estonia from EU Customs Union member states or bought in Estonia can be registered using an Estonian representative (a state fee of 61 euros if the car has previously been registered in Estonia and 130 euros, if not).

The best place for registering your car is ARK at Mäepealse tn 19, as there is a technical review office nearby and you can find an insurance company in the same building (IIZI). You can also make an appointment, so you don't have to wait in line: <http://www.mnt.ee/index.php?id=11451>

More information about vehicle registration can be found at <http://ark.ee/index.php?id=10776>

Before the registration of the vehicle and receiving the registration certificate plus registration plate, the owner has to go through pre-registration inspection at the inspection station. At this location, vehicle documentation and adherence to the established standards of Estonia is verified, as well as the vehicle's compliance with the national technical requirements.

Pre-registration inspection is followed by the registration procedure. A vehicle can be registered under the name of only one person. But a person can name other drivers authorised to drive the car. If the vehicle is jointly owned, it will be registered under the name of only one of the owners.

After registering the vehicle and receiving the Estonian registration plate, it is obligatory to have Estonian 3rd party liability insurance. The amount and duration of car insurance is a matter of a particular insurance policy.

Information about the insurers in Estonia

http://www.realtoreurope.com/search-company/?country=EE&category=7&search=1.show_form?plang=ENG&plink=0

DRIVING LICENCES

Estonia recognizes the driving licenses of both NFIU members and their dependents, provided that they satisfy the driving age requirement of 18 years.

If your driving license expires during your stay in Estonia then you should visit the traffic register office ARK at Mäepealse tn 19 Tallinn, 12618

The following must be submitted to the traffic register office to exchange (renew) the driving license:

- A personal identification document (passport, ID)
- The stamp in your passport
- The driving license to be exchanged issued by a foreign country. Your previous license will be taken away and ARK will return it to the institution who issued it
- A valid health certificate (issued by family physician)
- A state fee of 26 EUR must be paid
- An electronic photo taken at the traffic register office

Using an age-appropriate child seat is mandatory.

The Traffic Act in English: <https://www.riigiteataja.ee/en/eli/518062015007/consolide>

DAY CARE AND SCHOOLS

CHILDCARE FOR PRE-SCHOOLERS

As for the daily schedule and curriculum of a kindergarten, they usually open between 07:00 to 07:30 (varies by kindergarten) and stay open until 18:00-19:00. Basic education in language and speech, math, arts and music, and physical activity is taught through playful activities, and play time (outdoors at least once a day if the weather permits), three regular meals (breakfast, lunch, and afternoon snack) and a 1.5-2 hour naptime are provided. Several kindergartens also have extracurricular voluntary activities available for children, sometimes for a small extra charge.

Further information on kindergartens in Tallinn can be found on the Tallinn City webpage. Generally, the description also corresponds to the situation of the municipalities around Tallinn.

There are several privately owned English language kindergartens in and around Tallinn:

The Tallinn European School (English) <http://www.est.edu.ee>

International Preschool of Estonia (English) <http://www.ise.edu.ee>

International Kindergarten (English) <http://www.kindergarten.ee>

SCHOOLS

There are 3 levels of school education in Estonia: elementary level (algkool; up to 6th grade, ages 7-12), basic school level (põhikool; 7th to 9th grade), and upper secondary school (gümnaasium; 10th to 12th grade).

English-language education is offered in the following schools:

1. The International School of Estonia. Their admissions policy can be accessed at the school's webpage <http://www.ise.edu.ee>
2. The Tallinn English College offers an International Baccalaureate Diploma Programme in English <https://tik.edu.ee/p/232-ib-in-tallinn-english-college>
3. The Tallinn European School <http://www.est.edu.ee>

Hobby education schools

Tallinn municipal education system includes a number of voluntary hobby education schools that offer a selection of extra-curricular activities and courses in many areas of interest, e.g. art, music, dance, technology, sport, nature and languages. The admission ages for different courses vary, but the programs are generally available for ages 6 to 18.

Higher education

The largest universities/academies: located in Tallinn (the link refers to their English website):

- Estonian Academy of Arts (public) <http://www.artun.ee/en>
- Estonian Academy of Music and Theatre (public) <http://www.ema.edu.ee/?lang=eng>
- Estonian Business School (EBS) (private) <http://www.ebs.ee/en>
- International University Audentes (private) <http://audentes.ee/ib>
- Tallinn University (public) <http://www.tlu.ee/en>
- Tallinn University of Technology (public) <http://www.ttu.ee/en>

In addition <http://www.tallinn.ee/eng/Colleges-and-universities>

Part-time study opportunities are also widely available: look for the title "Open University" (usually under "Admissions") at the different institutions' websites.

Estonian Ministry of Education and Research www.hm.ee

USEFUL INFORMATION

A lot of useful information about life and work in Estonia can be found at:

<http://www.workinestonia.com>

SPORTING FACILITIES

There is no dedicated sports facility at the HQ. The EDF provides access to a number of civilian gym's which will be made available for the members of the EST NFIU.

Facilities in and around Tallinn:

Kalev SPA, Aia 18, swimming, water aerobics, group trainings, gym, kalevspa.ee/en/water-park/water-park-info/;

Nõmme Swimming Pool, Vabaduse pst 156, swimming, water aerobics, aerobics, gym, www.tsh.ee/eng/912

Õismäe Sports Club, Ehitajate tee 109A/2, gym, swimming, water aerobics, www.tsh.ee/eng/915;

Sparta Sportsclub, Pärnu mnt 139c, gym, group trainings, different halls for ball games (basketball, football etc.), www.sparta.ee

Zelluloosi Sports Club, Tartu mnt 80d, fitness (group trainings + gym) badminton, table tennis, spordiklubi.zelluloos.ee/en/

Fittest Klubi OÜ (TTÜ building), Männiliiva 7, group trainings, bicycle trainings, gym, www.fittest.ee/;

Keila Tervisekeskus OÜ (Keila), swimming, gym, group trainings, www.tervisekeskus.ee;

Rae Sports Club (Jüri), Laste 3, gym, swimming, group trainings, www.raespordikeskus.ee/;

Tabasalu Sports Club, address Kooli 1, swimming, squash, table tennis, gym), www.tabasalusport.ee;

TRANSPORTATION

About traffic, cars

While driving the driver of a motor vehicle is not allowed to be engaged in actions which may disturb driving, including holding a mobile telephone in his/her hand.

According to Estonian law, in poor visibility or in the dark a pedestrian is required to wear a safety reflector!

Traffic signs and laws follow general European standards (non-Europeans should take some time to acquaint themselves with unfamiliar signs). The law requires use of seatbelts and headlights at all times. Small children must sit in child seats.

Petrol stations (Statoil, Neste, Alexela etc) are easy to find and, as a rule, open 24hrs. Western-grade petrol is available in 95 and 98 octane. Stations are mostly self-service.

Winter tires - from 15 October until 31 March studded tires are allowed. In connection with weather and road conditions (snow, slipperiness etc.) studded tires could be allowed already from 1 October until 30 April. From 1 December until 1 March winter tires are obligatory (studded or grill tires).

Alcohol - the police carry out frequent breathalyzer checks. The limit is 0 ml.
Accidents - drivers involved in an accident must stop and exchange details and fill in an accident form (which can be found in bookstores and bigger shops). It is recommended that you call 110/112 and if you require further help call NFIU Personnel Officer. More information on traffic accidents:

https://www.eesti.ee/eng/teemad/traffic/traffic_management/what_to_do_when_you_are_engaged_in_a_traffic_accident/

What you have to know if you want to park your car in Tallinn
<http://www.tallinn.ee/Parking-in-Tallinn>

Estonia has right-hand traffic and the right-of-way system applies, meaning that at unregulated intersections drivers always have to give way to vehicles approaching from the right.

General speed restrictions: roads outside built-up areas: 90 km/h, roads inside built-up areas: 50 km/h, calm traffic areas: pedestrian walking speed or up to 20 km/h. Inexperienced drivers, indicated by a green maple leaf displayed on the car, must not exceed 90km/h.

Drivers must have the following documentation on them when driving:

- driving license of the appropriate category
- vehicle registration certificate
- traffic insurance policy

If the driving license has been issued in Estonia and the vehicle is registered and insured in Estonia, then an identity document is sufficient.

The rules for traffic in Estonia are provided in the Traffic Act
<https://www.riigiteataja.ee/en/eli/531032015003/consolide>

In Estonia right turn on red is **not** allowed. The only exception is in situations where the right-turn lane at an intersection is separated from the other lanes by a safety island and there is no traffic light on the right hand side before the intersection. In that case the right turn must be made regardless of the signals of the traffic lights on the intersection, giving way to any driver approaching from any other direction.

Public transportation, tickets, taxi

For city transportation you need to:

- Buy a Public Transport Card (a green smartcard) for the price of 2 euros;

- Load money onto the Public Transport Card or buy an e-ticket. It can be done at a point of sale, with a mobile, or on Internet;

- Validate your journey with the Public Transport Card immediately after entering the public transport vehicle.

Or you can buy a ticket from the driver (at the price of 1,6 €), which will grant you the right for a single ride. You can only use cash. You must enter the public transport vehicle, using the front door, to purchase a single ride ticket. Passengers are required to keep the single-ride ticket until the end of the ride. The single-ride ticket is not marked, punched or validated.

Sales points from where you can find the card:

https://www.pilet.ee/cgi-bin/splususer/splususer.cgi?op=info&file=kuidasosta_muugipunktid.html

Information about card usage:

https://www.pilet.ee/cgi-bin/splususer/splususer.cgi?op=info&file=uldinfo_uhiskaardist.html
<http://www.tallinn.ee/eng/pilet/>

Timetables

<http://www.tallinn.ee/eng/Public-transport-timetables>

Plan your trip <http://soiduplaan.tallinn.ee/#plan/12905-1,13007-1/map>

For long distance buses <http://soiduplaan.ee/en?>

Taxi

Taxis can be hailed on the street, ordered by phone or ordered via the Taxify mobile app, that helps you find and order a legally-registered taxi near your location. Taxis can also be found queued up at taxi stands in front of larger hotels and at some major intersections.

Rates are not uniform – they are set by the taxi company or operator, and can vary widely. Each taxi's rates are posted on a yellow sticker on the car's right rear window. The cost usually consists of a base fare (starting fare) plus a per-kilometre fare. If you want to avoid misunderstandings, you can ask the driver to approximate the cost of the trip in advance.

Good to know:

- It is illegal for the driver to smoke or to allow others to smoke in the taxi.
- It is always a good idea to make sure the taxi's meter is turned on.

- In all registered taxis, a white, plastic operator's card with the driver's photo and name is attached to the middle of the dashboard. If you do not see this card, you may be in an unregistered taxi.
- The driver is not allowed to ask for more than what is on the meter.
- The driver must be paid in euros. A few taxis also accept payment by bank card.
- The driver must be able to provide a receipt from the meter's printer. If the meter or printer is out of order, the driver should not be in service and you have the right to refuse to pay the fare.

To lodge complaints or make suggestions, contact the Tallinn Transport Department's Taxi Commission by e-mail tta@tallinnlv.ee, or by phone +372 640 4619.

We recommend the following taxi companies:

Kiisu Takso, phone no 65 50777 (cash only)

Krooni Takso, phone no 1212 (accepts debit and credit card payments)

Marabu Takso, phone no 6500006 (cash only)

Reval Takso, phone no 1207 (cash only)

Tallink Takso, phone no 1921 (accepts debit and credit card payments)

Tulika Takso, phone no 1200 (accepts debit and credit card payments)

The full list of taxi companies in Tallinn can be found here:

<http://www.taksod.net/index.php?la=en>

TOURIST INFORMATION

Tallinn Tourist Information Centre

Niguliste 2

Tallinn 10146

Phone +372 645 7777

visit@tallinn.ee

www.visittallinn.ee

www.facebook.com/VisitTallinn

www.twitter.com/VisitTallinn

www.tallinn.mobi

Opening hours

01 May – 14 June Mon - Fri 9-19, Sat, Sun 9-17

15 June – 31 Aug Mon Mon - Fri 9-20, Sat, Sun 9-18

01 Sep – 30 Apr Mon - Fri 9-18, Sat, Sun 9-15

Theatres

Estonian National Opera – Estonia pst. 4, <http://www.opera.ee/en/>

Estonian Drama Theatre – Pärnu mnt. 5, <http://www.draamateater.ee/en>

Tallinn City Theatre– Lai 23, <http://www.linnateater.ee/en>

Theatre NO99 – Sakala 3, www.no99.ee

NUKU Theatre, Museum and Centre for Puppet Arts – Lai 1, <http://www.nuku.ee/en>

Von Krahl Theatre – Rataskaevu 10, <http://www.vonkrahli.ee/en/>

Cinemas

Coca-Cola Plaza – <http://www.forumcinemas.ee/eng/>, Hobujaama 5

Kino Kosmos – <http://kinokosmos.ee/en/>, Pärnu mnt. 45

Solaris Kino – <http://solariskino.ee/>, Estonia pst. 9

Kino Artis – <http://kino.ee/eng>, Estonia pst. 9

Kino Sõprus – <http://kinosoprus.ee/en>, Vana-Posti 8

Tallinna Kinomaja – <http://www.kinomaja.ee/>, Uus tn. 3

Katusekino – <http://www.katusekino.ee/en/>, Viru väljak 4/6

Movies are mostly in English with subtitles in Estonian, with the exception of dubbed children's movies.

Museums

Tallinn has a variety of museums. Information is available at <http://www.tourism.tallinn.ee/eng/fpage/explore/museums>

Places to eat:

Tallinn offers restaurants for every taste. Information is available at

http://www.tourism.tallinn.ee/eng/fpage/goodtime/wining_dining

Banking

Banking in Estonia is well developed, and financial matters are quite straightforward and convenient. Opening a bank account is very simple – you can do so at the nearest bank office; all you need for this is an ID card or passport.

Swedbank

<https://www.swedbank.ee>

SEB Bank

<http://seb.ee>

Danske Bank

<http://www.danskebank.ee>

Nordea Bank

<http://www.nordea.ee>

Krediidipank

<http://www.krediidipank.ee>

LHV Bank

<https://www.lhv.ee/en/>

In addition to cash, debit and credit cards are also accepted in most shops, restaurants and companies. The ATMs of the larger banks can be found in branch offices, petrol stations, larger supermarkets and other frequently visited places. VISA and MasterCard are widely accepted. Internet banking is very popular. When transferring money between countries, check the additional service charges, as these can be rather expensive.

ATM/cash point machines operate in three languages (Estonian, English and Russian).

Phone

Estonia boasts with one of the highest numbers of mobile phones per capita in the world. Many people have stopped using landline and prefer mobile phone services. Customers can choose between a contract with a mobile phone service provider or a pre-paid card. Pre-paid cards (in Estonian kõnekaart) have no monthly fee, but are charged slightly higher rates per minute, and can easily be bought from any petrol station or newsstand. Popular brands are Simpeli, Smart, Diil and Zen.

Mobile phones can be used for parking, buying public transport tickets, and making other payments. Furthermore, you can use an e-service called Mobile-ID that allows you to use a mobile phone as a means of secure authentication. The system uses a specialised Mobile-ID SIM card that you should request from your mobile phone operator.

The three largest mobile phone service providers in Estonia are EMT, Tele2 and Elisa. Elion offers landline phone service, internet and TV. Several service providers offer

various options for Internet access. In order to make international phone calls, you must first dial 00 or +, followed by the country code. Estonia's country code is +372.

Internet

There are plenty of possibilities to access Internet in Estonia. Public internet access is provided in most libraries. Most of the restaurants and cafés provide wifi access for customers. Much of central Tallinn is covered with WiFi as well as the hourly Tallinn-Tartu buses and the train.

More information on Wireless internet WIFI access areas can be found at www.wifi.ee.

To get connected to the Internet, you can also use an Internet 'dongle' with a SIM card inside. The dongle connects your computer to a mobile network, allowing you to access Internet almost anywhere. To make the connection, insert the dongle into a USB port on your computer. These devices are sold by mobile phone operators.

Postal service

Eesti Post is the only provider of universal postal service in Estonia. The new international name of Eesti Post is Omniva. It has around 400 offices across the country and offers its customers a wide range of services. For sending/receiving parcels you can also use the 'self-service post offices', i.e., automated parcel terminals which are open round the clock and can be found in many shopping centers. Post24 and SmartPost operate such parcel terminals all around Estonia. For very fast delivery, you can also use the courier and parcel services of CargoBus, which amongst other services (like terminal-to-terminal or terminal-to-receiver) also offers door-to-door delivery.

Estonian Post: www.omniva.ee

SmartPost: <http://uus.smartpost.ee/en>

CargoBus: <http://www.cargobus.ee/en>

Tipping

Tipping is not very common in Estonia. People usually (but not always) leave tips in restaurants at dinner, 10 per cent of the bill is the average tip.

SOME SAFETY RULES

Tallinn is a safe place to live. Nevertheless, it is always wise to take precautions, particularly when moving to an unfamiliar place. The following text is meant to keep you informed about how to keep yourself out of harm's way.

- Wearing a pedestrian reflector during the darker months is compulsory in Estonia!
- Wearing a helmet is compulsory for cyclists and moped drivers up to the age of 16!
- Provide your bicycle with a good U-lock!

- The use of seatbelts and headlights is required by law at all times.
- Children must use age-appropriate child seats.
- You must carry your car's registration and proof of insurance with you in the car, as well as a letter of authorization if you are not the owner of the car.
- It is prohibited for any driver to drive a vehicle in the state of intoxication.
- Winter tires (studded) or equivalent should be fitted to all vehicles from December 1 to March 1.
- Park your car in a guarded parking lot and install an alarm signal in the car. If you leave valuable things – sport bags, laptops or other electronic devices – in the car, this can be a reason for breaking into your car.

If you get into serious trouble, immediately inform the police by calling the emergency number 112.

SÕNAVARA / GLOSSARY

Tips on Estonian pronunciation <http://pcs.math.msu.su/~pentus/etpron.htm>

Tere/Tervist	Hi/ Hello
Tere tulemast	Welcome
Head aega/ Nägemist	Good bye
Aitäh/Tänan	Thank you, Thanks
Palun	You`re welcome, Please
Jah, Jaa	Yes
Ei	No
Vabandust	Excuse me, I`m sorry
Ma ei saa (eest keelest) aru	I don`t understand (Estonian)
Ma ei räägi Eesti keelt	I don`t speak Estonian
Palun aeglasemalt	Slower, please
Mis sinu/teie nimi on?	What is your name?
Minu nimi on...	My name is...
Palun üks kohv	A coffee, please
Palun üks pilet	One ticket please
Kui palju see maksab?	How much does it cost?
Mis kell on?	What time is it?
Ilusat päeva!	Have a nice day!
Kuidas läheb?	How are you?
Tänan küsimast, väga hästi!	Very well, thank you!
Pole viga	No problem
Kus on raamatukogu?	Where is the library?
Kuidas minna lennujaama?	Which way is the Airport?
Mis see on?	What is this?
Paremale & vasakule	Right & left
Avatud & suletud	Open & closed

Lahti & kinni
 Naised & mehed
 Sissepääs & väljapääs
 Pood / kauplus
 Ma soovin ...
 Tasumine sularahas
 Kaitsevägi

Open & closed/occupied
 Women & men
 Entrance/admission & exit
 Shop
 I would like
 Paying in cash
 Defence Forces

üks	1
kaks	2
kolm	3
neli	4
viis	5
kuus	6
seitse	7
kaheksa	8
üheksa	9
kümme	10
üksteist	11
kakskümmend	20
sada	100
neli tuhat	4000

esmaspäev	Monday
teisipäev	Tuesday
kolmapäev	Wednesday
neljapäev	Thursday
reede	Friday
laupäev	Saturday
pühapäev	Sunday
tööpäev	working day
puhkepäev	day-off
nädal	week
kuu	month
aasta	year