

NETHERLANDS UNIVERSITIES FOUNDATION  
FOR INTERNATIONAL CO-OPERATION

27 MOLENSTRAAT  
THE HAGUE

TEL. 630550  
CABLES: NUFFIC

IN YOUR REPLY  
PLEASE REFER TO  
No.

2963/63

October 24, 1963

Mr. P.K. Sukumaran,  
Dept. of Pediatrics,  
59 Oostersingel,  
GRONINGEN.

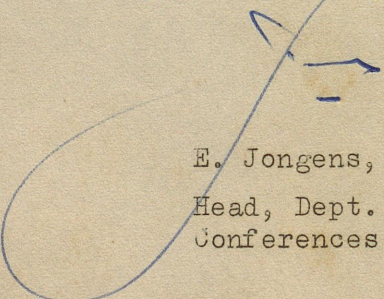
Dear Mr. Sukumaran,

Further to our circular letter in which the programme of the Introductory course "Meet the Netherlands" was given, we should like to request you to confirm your definite participation.

The maximum which had been set for admission has been reached and from now on applications will have to be refused. It goes without saying, however, that we do not want to disappoint an applicant unnecessarily, if he could take the place of someone who will be prevented from coming after all.

Looking forward to hearing from you about your definite participation either by letter or by phone (tel. The Hague 630550, ext. 147), we are,

yours sincerely,



E. Jongens,  
Head, Dept. Courses and  
Conferences.

Special information for: Mr. S. Pathiyan Kavungal

Your Fellowships Officer: ~~Mr. H.F. Jüta~~ *Mrs Hensen*  
Your study contact:

Please submit your report every month on the *20<sup>th</sup>*

Your stipend is payable every month on the *1<sup>st</sup>*

Diplomatic Mission of India,  
Embassy, Buitenrustweg 2, The Hague.  
tel. 334212/3.

Fellow countrymen, at present in the Netherlands,  
known to NEBUTA:

NETHERLANDS BUREAU FOR INTERNATIONAL TECHNICAL ASSISTANCE

FELLOWSHIPS DIVISION

Staff:

Ir. F.E. Weber	- Acting Chief Fellowships Officer
Mrs. M.E. Hensen-Friedman	- Fellowships Officer
Mr. H.P. Juta	- Fellowships Officer
Mr. H.P. Ter Maten	- Fellowships Officer
Mr. L.K. Han	- Fellowships Officer
Miss G.J.M. Boelen	- Assistant Fellowships Officer
Miss H.J. van Daalen	- Secretary

Address:

500 Van Alkemadeaan, The Hague.

Office hours:

Monday through Friday: 9-12.30 a.m.                      2-5 p.m.

Telephone:

614941 (telephone-operator Ministry of Foreign Affairs)  
Extension 205; Mr. Juta and Miss Boelen 249;  
244753 Fellowships Division direct.

Telegraphic address:

NEBUTA, The Hague.

How to reach the Office:

Take a no. 27 bus from the centre of the town, getting off at the terminus.

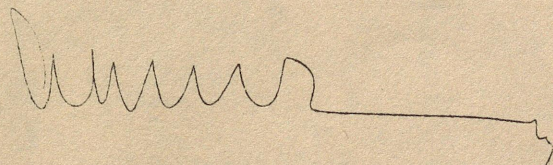
Take a no. 29 bus from "Hollandse Spoor" station or "Staatsspoor" station, getting off at Van Alkenadelaan at the Bronovolaan stop.

Welcome in the Netherlands, welcome in The Hague, the traditional place of residence of the Royal Court and the seat of the Netherlands Government. The Staff of the Netherlands Bureau for International Technical Assistance are glad to receive you in this country and offer you every assistance and co-operation to make your visit to the Netherlands a success.

In another Chapter of this booklet the organization and working methods of this Office will be discussed more elaborately. Suffice it to say that the Netherlands Bureau for International Technical Assistance - usually referred to for the sake of brevity by its telegraphic address NEBUTA - is an interdepartmental organ of the Netherlands Government, coming under the Ministry of Foreign Affairs. This Office performs its task in the conviction that in doing so it renders a contribution to the co-operation between the Netherlands and those countries that are experiencing an accelerated economic development.

The Fellowship Section of this Office is responsible for receiving foreigners visiting the Netherlands for purposes of study, either in virtue of a fellowship within the framework of the Technical Assistance Programme of the United Nations and its Specialized Agencies or in another capacity as, for instance, holders of fellowships of the International Co-operation Administration, those sent out by their own Governments or those visiting this country at the invitation of the Netherlands Government. It is the Office's task not only to draw up a suitable study programme - which of course is always done in consultation with the competent authorities in question - but the Office also considers it its duty to give the foreign guests all the help they need in a foreign country.

I sincerely hope that your stay in the Netherlands may be both satisfactory and rewarding.



A.A.J. Warmenhoven  
Director.

SPECIAL INSTRUCTIONS FOR HOLDERS OF FELLOWSHIPS UNDER THE NETHERLANDS FELLOWSHIP PROGRAMME FOR TECHNICAL CO-OPERATION

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Monthly reports

In order to enable NEBUTA to follow the progress of their studies, the fellows are requested to submit monthly reports by completing a form, which is arranged in such a way that it may also serve as a statement of travelling expenses (specimen attached). The first report should be submitted three weeks after the date of arrival (at date specified in the sheet "Special information"). Subsequent reports are due every month at the same date. Since these monthly reports have financial consequences it is of importance to the fellows themselves to strictly observe this rule.

Entitlements.

As set forth in the document "Objectives and Conditions of the Netherlands Fellowships Programme for Technical Co-operation", attached to the Letter of Appointment, holders of fellowships under this Programme will receive:

- a) A subsistence allowance for the duration of their studies in the Netherlands, at a rate of DG. 400.- per month. If the study programme makes it necessary for a fellow to stay overnight at a place other than the place of his residence a supplementary allowance at the rate of DG.16.- per night is granted.
- b) Payment of travelling expenses for journeys within the Netherlands made in connection with the study programme to a maximum of DG.75.- per month (train IIInd class). Barring exceptional cases, the only taxi fares reimbursable are those paid in connection with a fellow's arrival at or departure from his place of residence. Local tram and bus fares are not reimbursable.
- c) For the purchase of text-books and other study materials and allowance of DG.100.- may be granted in case of a stay of four months or less and of DG.175.- in case of a longer stay.

Payment Procedure

Payment of the amounts referred to on the preceding page is made by NEBUTA in the following way:

- a) The subsistence allowance for the first month is paid in cash on arrival. For the subsequent months a cheque will be sent every month, unless the fellow in question has informed NEBUTA in time that he wishes to receive his allowance in cash at the office of NEBUTA. A cheque may be cashed at the post-office of the place mentioned thereon on presentation of one's passport, and also at post-offices of other places, but in that case some delay in payment will be inevitable. The supplementary allowance is paid afterwards on the strength of the monthly reports submitted. The amount due for the last month is never paid in advance in its entirety because of possible changes in the date of departure. That is why every fellow is expected to call at the office of NEBUTA a few days before his departure for a final settlement of accounts. He will then be paid any amounts still due to him.
- b) The statement of travelling expenses should be made in the monthly reports referred to before. Payment is made after the statement has been checked and found correct.
- c) There are special forms for the statement of expenses incurred in connection with the purchase of text-books and other study materials. These forms should be submitted together with the relative receipts. Payment is made after the statement has been checked and found correct. In this connection it must be pointed out that serious delays may occur if books are ordered which are not in stock in the Netherlands and must consequently be imported. Difficulties of an administrative nature may thus be caused. That is why fellows are requested to order, whenever possible, only those books that can be supplied within a short period of time.
- d) Any amounts due to third parties in connection with the training programme, e.g. tuition fees, will be paid by NEBUTA directly.

#### Statement of Allowances

All payments made to fellows under the Netherlands Fellowship Programme for Technical Co-operation are recorded on a form to be drawn up by NEBUTA in quadruplicate, the copies being intended for

- 1 (white) : the Disbursement Officer of the Ministry of Foreign Affairs;
- 2 (red) : NEBUTA
- 3 (yellow) : the Comptroller of the Ministry of Foreign Affairs;
- 4 (green) : the fellow in question.

The green copy is, as has been stated, intended for the fellow himself so that he will always be informed about his financial position. When sending this copy to the fellow concerned, NEBUTA attaches a copy of the monthly report submitted by the fellow, showing corrections, if any, NEBUTA has made in his claim. The yellow copy, intended for the Comptroller of the Ministry of Foreign Affairs should be signed by the fellow as evidence of his having received the money. This is why, if payment is made by cheque, also this copy is sent to the fellow by mail. The fellows are requested to send this copy signed to NEBUTA by return of post.

#### Insurance

The Netherlands Government is not responsible for the consequence of illness, injury or decease of the fellow. For practical considerations, however, the Netherlands Government provides for and bears the cost of insurance against the principal medical expenses resulting from illness or injury of the fellow during his stay in the Netherlands. At certain courses participants are accepted only on condition they are covered by an accident insurance. In those cases the Netherlands Government provides for and bears the cost of this additional insurance as well.

Holders of fellowships under the Netherlands Fellowshipprogramme are covered by a special group-insurance scheme, details of which are given in a separate sheet. Upon request dependents could be covered under this scheme as well, at the expense of the fellow concerned.

#### Final Report

Fellows under the above-mentioned Programme have accepted to submit a written report of their experiences and of the results to which their studies or observations have led. This report is due before the fellow's return to his home-country and should be submitted in four typewritten copies. NEBUTA may send one copy to the fellow's Government.

#### Other questions

As regards any other questions of an administrative nature which may arise in connection with their studies in the Netherlands, fellows may always apply to NEBUTA for information.

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NEBUTA Group-insurance scheme

CHIEF-STIPULATIONS

- 1). This health insurance will cover expenses incurred on account of treatment by the family doctor and/or a specialist, purchase of medicine, hospitalization and ambulance service.
- 2). As an exception to the above stated stipulation the insured is under an obligation to bear the following expenses himself;  
family doctor: first four consultations per person per annum;  
specialist: first Dfl 15.-- per person per annum;  
medicine prescribed by the family doctor: first Dfl. 10.-- per person per annum;  
full purchase price of spectacles, glasses as well as frame.
- 3). Dental treatment is excluded from insurance coverage.
- 4). Consultation of a specialist may only take place if the insured is in possession of a "letter of medical reference" issued by the family doctor to this effect.
- 5). Bills from the family doctor and the dispensing chemist must first be paid by the insured and then passed on to NEBUTA for reimbursement by the insurance company. Bills for specialist treatment and hospitalization need not be paid in advance.
- 6). Admittance to a hospital must be reported to NEBUTA in advance or as soon as possible after effectuation of the admittance.
- 7). Bills are to be submitted to NEBUTA without the least possible delay.

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### The Insurance-company.

NEBUTA has entered into a group-insurance contact with the following insurance company:

Messrs. TIEL/UTRECHT in Utrecht.

### The insured.

Insured are, for the account of NEBUTA, all holders of fellowships under the Netherlands Fellowship Programme for Technical-Co-operation, with the exception of those who are insured elsewhere (See: Special Instruction for this category).

Other persons may apply through NEBUTA for admission at their own expense. Their admission will only be taken into consideration after receipt of a medical report to be issued by a physician indicated by the insurance company.

### Functioning of the insurance.

The insurance becomes operative for holders of fellowships under the Netherlands Fellowship Programme for Technical Co-operation to whom this arrangement is applicable, at the moment of their arrival in the Netherlands, it being understood, however, that they first have submitted for inspection their medical certificates required for their awards.

For other persons, as has been mentioned before, the insurance will come into force from the date of their acceptance by the insurance company.

The insurance will be effectual throughout the Netherlands and also during holiday-trips and study-tours made in the countries of Western Europe. In the latter case, however, substitutions will be made according to the Netherlands tariff standards.

### Definition of the terms.

The various terms featured in the insurance contract are to be defined as follows:

- 1). Family doctor: a qualified physician in the Netherlands who is in general practice as a family doctor;
- 2). Specialist: a qualified physician practising in the Netherlands who has been registered as a specialist in the Register of Specialists of the Royal Netherlands Association for the Promotion of the Medical Science;

- 3). Hospital: an institution for medical examination and treatment, where as a rule assistance by specialists and particularly surgical assistance is rendered. From this definition are excluded sanatoriums, rest-homes, nursing-homes, convalescents homes and lunatic asylums.
- 4). Assistance by specialists: cost of consultations, examinations, treatment, X-ray diagnosis, laboratory tests, use of polyclinic or attendance-room, X-rays; physical therapy, as well as the medicine prescribed by the specialist.  
Medicine and injection fluids are considered as having been obtained at the prescription of the specialist if the insured is under treatment of a specialist during the use of these medicine and/or injection fluids.  
Treatment by a dentist is not considered as treatment by a specialist.
- 5). Clinical assistance by a specialist, surgical and non-surgical.  
assistance in a hospital: the cost of the operation, examination, treatment, use of the operating-room, narcosis, assistance, X-ray photographs, bandages and medicine.
- 6). Fees for attendance by the family doctor: the fee due to the family doctor on account of medical assistance as well as the price of the medicine prescribed by the family doctor, and supplied by a dispensing chemist or a dispensing physician on prescription.  
These fees do not include:  
a. the fee due for visits by the family doctor to the insured during his stay in a hospital or in another institution;  
b. the fees for vaccinations, artificial sunlight or ultrasonic treatment, qualifying examinations, the issuance of certificated and the like;  
c. the price of tonics, medicinal wines, spa water and spa salts, vitamin preparations, laxatives and similar remedies or medicine which may also be obtained without a prescription.
- 7). Year: each period of 365 days beginning on the day on which the insured arrives in the Netherlands.

#### LIST OF RESTITUTIONS

1. Assistance of a specialist on the advice of the family doctor not attended with nursing in a hospital, sanatorium, or another institution for 24 hours or longer including the prescribed

medicine: unlimited at cost-price on the understanding that the first Dfl. 15.-- per person for each year will not be restituted and that the price of spectacle-glasses and spectacle-frames are not reimbursable.

A specialist may only be consulted on the explicit, medical advice of the family doctor laid down in a letter of reference, which the patient must be able to produce upon request.

- 2). Clinical assistance by a specialist, surgical or non surgical assistance in a hospital: unlimited restitutions at cost-price (excluding the first Dfl. 15.-- per person for each year).
- 3). Nursing in a hospital, unlimited duration of nursing, at the utmost in the Class IIB section of the hospital: restitution at cost-price.  
Nursing in a hospital is only restituted in the case of admission in virtue of a medical advice, in which case the circumstances of the insured's stay in this country will be taken into consideration: for this reason every admission to a hospital in case of a contagious disease will be considered as having taken place on medical advice.
- 4). Costs involved with obstetrical assistance and nursing are in general excluded from coverage by the insurance.
- 5). Transportation cost to and from a hospital are reimbursable at cost-price.
- 6). In case of treatment by a family doctor all fees due to this family doctor or to a dispensing chemist on account of illness or an accident as specified in the insurance condition, and on the understanding that the first four medical consultations and the first Dfl. 10.-- for medicine per person for each year will not be restituted.
- 7). The risk of Legal Liability of a private person for the amount of Dfl. 100,000.-- in case of corporeal injury to one or more persons or in case of damage to objects. In the Netherlands an amount Dfl. 10.--, and outside this country Dfl. 25.-- per case is for the personal risk of the insured, only if the claim is not higher than Dfl. 100.--.

#### Payment of restitutions.

Payment of restitutions will be made directly from the Insurance Company to the insured without any outside intermediary;

except in the case of bills for specialist attendance or for nursing in a hospital, in which cases payment will be made directly to the specialist and/or the hospital in question.

On the bills sent in by family doctors and specialists must be stated: the dates of the visits, the nature of the complaints and the name of the patient who had those complaints. As far as the nature of the complaints has not been stated by the family doctor or by the specialist, the insured must describe his complaint when sending in the bill.

Bills of a dispensing chemist must be accompanied by a copy of the prescription in question.

Bills may be sent in immediately, but bills that refer to a calendar year that has already expired, must be in possession of the Insurance Company before April 1st of the current year.

#### Premium.

The premium amounting to Dfl. 13.50 per person, per month, is due every three months and payable in advance. The premium on behalf of dependants amounts to about Dfl. 12.-- per person per month. For children below 16 the premium due is about Dfl. 6.--

In case of departure the overpaid premium will be refunded in proportion.

On behalf of holders of fellowships under the Netherlands Fellowship Programme NEBUTA bears the cost of the premium. Other persons admitted to the group-insurance scheme are requested to pay the premium to NEBUTA.

#### Additional insurance.

If so desired the restitution described above could be increased by means of an additional insurance, the cost of which is to be borne by the insured himself.

Information can be obtained from NEBUTA.

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## PRACTICAL INFORMATION FOR FOREIGN VISITORS

### Accommodation

In spite of strenuous efforts made after the war to build as many homes as possible there is still a serious housing shortage in the Netherlands. It is therefore understandable that it is not always possible to meet all the wishes of foreign visitors as regards accommodation, though also in this respect NEBUTA is doing everything possible to be of service.

Those who propose to stay in the Netherlands for a comparatively short time only or whose programme entails much travelling will have to stay at hotels, of which there are various price categories in the Netherlands. Rooms with a bath are, as a rule, more expensive than rooms without a bath and their number is more restricted. In practically every hotel there are facilities, however, for taking a bath or shower. The price of a room as a rule includes breakfast. During the tourist season hotels generally accommodate guests only on condition of "demi-pension", which comprises lodging, breakfast and one other meal per day.

Those who are staying in one place for a longer period of time will soon feel the need for more comfortable surroundings than a hotel can offer. The most obvious solution is a bed-sittingroom or a bedroom and sitting-room (more expensive) in a boardinghouse. Meals are generally served by the landlady at regular hours in the lodger's own room. Not all boardinghouses have central heating, many of them do have a bath or a shower bath, however. The costs of heating the room are, as a rule, charged separately. Some boardinghouses are prepared to let rooms with breakfast only, which is to be recommended for those whose programme does not allow of their being tied down to fixed times for meals.

It is very difficult to find furnished rooms without attendance or board. It is practically impossible to find a furnished flat with a kitchen and a bath, unless one is willing to pay exorbitant prices.

A number of foreign visitors might like to be accommodated as paying guests with Netherlands families in order thus to get to know family life in the Netherlands. There are not many possibilities in this respect, but NEBUTA is at all times prepared to assist in finding such accommodation.

There is not much point in mentioning the prices of hotels, boardinghouses, etc, as they differ quite considerably in different places in the Netherlands and are moreover subject to seasonal fluctuations. NEBUTA will be pleased, however, to supply further information and to lend its intermediary in finding

the most suitable accommodation. It must be emphasized, however, that NEBITA cannot be held responsible for the choice of accommodation or for the terms and conditions agreed upon; this is entirely the responsibility of the foreign visitor in question.

#### Appointments

It is to be recommended always to make an appointment by telephone before one goes to see somebody. Most officials are very busy and anxious to spend their time in an efficient way. The Dutchman is by nature very punctual in his appointments. If one should be prevented from keeping an appointment or should be delayed it is always desirable to ring up the official with whom one had an appointment as soon as one has an opportunity to do so.

#### Communications and Transport

Nearly every place in the Netherlands can be reached by public means of transport such as trains, trams, or buses.

The carriages of the Netherlands Railways have 1st and 2nd class compartments. Trams and buses, however, have no classes. There is only a slight difference in accommodation between the 1st and 2nd class compartments and there is no social discrimination at all between the 1st and 2nd class passengers. Therefore, the United Nations reimburses only 2nd class fares for travels within the Netherlands. As a rule the traveller has to surrender his railway ticket at the exit of the station. But if he so desires - for instance if he requires it as a supporting voucher to a statement of travelling expenses - he is allowed to keep his ticket after it has been invalidated at the exit by means of a stamp. Travellers wishing to break their journey at an intermediate station must also have their tickets marked at the exit with a stamp indicating that the journey has been interrupted.

Travelling is not expensive in the Netherlands, one of the reasons being that distances in a small country can never be great. Here are a few examples: The Hague - Amsterdam 2nd class single costs D.G. 2.75; a return-ticket D.G. 4.70; The Hague - Groningen 2nd class single cost D.G. 9.40; return D.G. 16.80. Return-tickets are available for one day only!

In most provincial towns there are regular motorcoach services to and from all the villages in the surrounding area.

In the larger towns there are the trams and buses operated by the municipal transport undertakings. Different towns have different fares, but nowhere are they subject to the distance to be covered. If one uses the tram or bus regularly, it is advisable to buy "kaarten" (tickets on which more than one journey can be made and which can be used on all routes). In The Hague, for instance, "4 rittenkaarten" (4-journey tickets) are obtainable at D.G. 1.--; a 5 journey transfer costs D.G. 1.40 (transfer to be made within three quarters of an hour). A single ticket costs D.G. 0.30 and can always be used as a transfer.

Those who already know their way about will only rarely be obliged to take a taxi. In the Netherlands taxis are usually waiting at the taxi-ranks, from where they can be ordered by 'phone. Unlike what is customary in big cities in other parts of the world, taxis in the Netherlands must not be hailed in the street. The fare to be paid by the passenger can usually be read on the taximeter. It shows the net fare, which must sometimes be increased by what is due for luggage or waiting or, in case of a trip beyond the municipal boundaries, by a certain amount as a compensation for the taxi having to return to town without a passenger. In addition, it is customary to give a tip amounting to 10% or 15% of the fare, which is often rounded off upwards; the minimum tip is f. 0.25

#### Cultural Agenda

Though the Netherlands stage and the Netherlands cabaret have little to offer to foreigners because of the language barrier, they will find that there is much for them to enjoy in many other fields of art and culture. Not only in Amsterdam or The Hague, but practically everywhere in this country, as will appear from a perusal of the cultural agendas of the provincial capitals and of other large towns.

During the winter season the "Concertgebouworkest" (Amsterdam), the "Residentie Orkest" (The Hague), the "Rotterdams Philharmonisch Orkest" and several other orchestras regularly give concerts, usually with the collaboration of world-famous soloists. This also applies to opera and ballet. The culminating point of the summer season is the annual Holland Festival, a series of performances in the field of music, opera, ballet and the stage which has become famous far beyond the frontiers of the Netherlands. The concerts of the "Residentie Orkest" at Scheveningen, the seaside resort of The Hague, are also quite worth while.

The best-known art galleries are: The "Rijksmuseum" at Amsterdam and the "Mauritshuis" at The Hague, both exhibiting mainly pictures from the period of 1500 - 1900, the Amsterdam Municipal Gallery and the Kröller-Müller Gallery at Otterloo, which exhibit modern art, especially works by Van Gogh. Of course there are many more galleries that are worth while as, for instance, the Frans Hals Gallery at Haarlem the Boymans Gallery at Rotterdam, the Van Abbe Gallery at Eindhoven, and many others.

It is difficult to say what other galleries and museums should be especially recommended, as this is a highly personal matter. Nevertheless, it may be a good thing just to mention a few museums: The "Koninklijk Instituut voor de Tropen" (Royal Institute for the Tropics) at Amsterdam, the "Rijksmuseum voor Volkenkunde" (State Museum for Ethnography) at Leyden, the Open Air Museum at Enkhuizen (Folklore around the Suyder Sea), the Open Air Museum at Arnhem, (Folklore collection), the "Moriaan" Pipe Museum at Gouda and the Archeological Rooms that are to be found in various towns.

NEBUTA will be pleased to supply further information to those who, during their stay, wish to combine business with pleasure by getting acquainted with art and culture in the Netherlands.

#### GRATUITIES

The giving of tips and gratuities is always a rather delicate matter. That is why it is a good thing to know local usage in this respect.

In the Netherlands, hotels and restaurants have agreed to add the amount they usually charge for "service" to the client's bill. As a result of this, the presented bill includes - as the last item - the customary tip for the benefit of the service personnel. The percentage may vary from 10% to 15%. Either the exact total amount of the bill could be paid, or the amount could be rounded off upwards if the customer likes to show his special appreciation of the services.

Special personal service - e.g. of the linen-maid caring for your laundry - requires special remuneration.

As a rule, when partaking of light refreshments or drinks in a restaurant, no bill is presented. It is wise to ask the waiter whether the mentioned price is calculated "service inclusive" or "service exclusive". In the latter case a tip, amounting to 15% of the total should be added.

It is in accordance with Netherlands customs to give a small tip to the hairdresser, the taxidriver, the luggageporter and the parkingplace-keeper. The same goes as a remuneration for small services, e.g. of a bell-boy or a cloak-girl. The minium tip is always f. 0,25.

Contrary to regulations in other countries, there exists no consumers tax in the Netherlands no taxes are due when payment is made for purchased goods or rendered services.

Shops are closed on Sundays in this country, as well as from 6 o'clock in the evening during working days. Moreover, in some branches, all shops close one afternoon a week.

### Language difficulties

In drawing up the study-programme the visitor's knowledge of languages is of course always taken into account. In conversations with the Netherlands receiving authorities language difficulties will hardly ever arise, though the foreign visitors should realize that the Dutch people with whom they deal always have to use a foreign language when speaking with them. More difficult is the matter of documentary material, which as a rule is only available in the Netherlands language.

In hotels, restaurants and in many shops in the big towns the personnel can speak with visitors from abroad in a foreign language. Should foreigners get into trouble, a policeman will often be able to help them out. Constables of the Hague Police wear flagshaped badges on their sleeves if they have successfully passed a service-examination in the language spoken in the country whose flag is represented by the badge.

An English-Dutch dictionary in cheap pocket- edition is obtainable in all bookshops.

### Meals

For breakfast people in Holland have bread and butter with jam, marmalade, cheese, ham etc. and for lunch they have bread and butter as well. Dinner, which is taken at about six o'clock in the evening, is the first and only hot meal of the day.

As the lunch break is generally too short to go home practically every one - high or low - brings a packed lunch to his office or factory. Sometimes coffee can be ordered in the canteen or even a complete lunch. The so-called "broodjeswinkels" (bread and butter shops), which charge comparatively.

low prices, also attract many customers during lunch break. Foreign visitors are recommended to adapt themselves to these typically Dutch ways, though as a matter of course it is always possible to order a hot lunch at a restaurant. Dutch specialities which may be specially recommended are: "uitsmijter" (bread and butter with a fried egg and meat) and "halve houtsnip" (bread and butter with rye-bread and cheese).

Dinner may be taken at the hotel where one is staying or at one of the many restaurants in town. Dinner at one's own hotel is generally more expensive, and one can more easily determine oneself how much to spend when dining at a restaurant. In most of the larger towns there are special Indonesian and Chinese restaurants which are good and not very expensive.

#### Mailing Address

Those wishing to do so may use NEBUTA as their mailing address in the Netherlands. Letters to be addressed to:

Mr. -----  
c/o Netherlands Office for International  
Technical Assistance  
500, Van Alkemade laan,  
THE HAGUE  
Holland.

NEBUTA will see to it that the mail is forwarded immediately to the person concerned. That is why NEBUTA should always be kept informed of any change of address.

#### Netherlands money

The monetary unit is the "gulden" (guilder, florin, abbreviated D.G. or f.).

The rate of exchange on January 1, 1962 was:

	U.S. \$ 1	-	D.G.	3.62
	£ 1	-	D.G.	10.19
	D.M. 1.	-	D.G.	0.90
	Sw.Fr. 1	-	D.G.	0.84
nouveau	Fr. 1	-	D.G.	0.74

There are banknotes of f. 1000.-, f. 100.-, f. 25.- and f. 10.-, treasury notes of f. 2.50 ("rijksdaalder"), coins of f. 2.50 ("rijksdaalder"), f. 1.-, ("gulden"), f. 0.25 ("kwartje") f. 0.10 ("dubbeltje"), f. 0.05 ("stuiver") and f. 0.01 ("cent").

Passports, visas, etc.

Foreigners who are staying in the Netherlands for more than 30 days require a temporary residence permit, irrespective of the validity of the visa on which they have entered the Netherlands. Also those who do not need a visa must apply for a temporary residence permit if they are staying for more than 30 days. The temporary residence permit is issued by the Aliens Section of the local police after they have been empowered to do so by the Ministry of Justice.

Foreigners staying in the Netherlands for more than 30 days must also have their names entered on the temporary residence register ("verblijfsregister") at the Registry and Population Section of the Town Clerk's Office ("Afdeling Burgerlijke Stand en Bevolking ter Gemeentesecretarie") of the place where they are temporarily staying. If they are staying for six months or longer, their names are entered on the population register, and not on the temporary residence register, of the place where they are temporarily staying.

Fellows who, because of the nature of their studyprogramme are staying at one and the same place only for a short period each time may experience difficulties in complying with the above regulations. That is why it has been agreed that they are deemed to be staying at The Hague, c/o NEBUTA, for the total duration of their sojourn. NEBUTA will be pleased to register them with the Aliens Section of The Hague police and to have their names entered on the temporary residence or population registers. They need only complete a form for this and hand their passport to NEBUTA, which will return it to them after a number of days.

If NEBUTA has seen to it that one's name has been registered with The Hague police or is engaged in doing this, one should on no account take similar steps oneself, neither at The Hague, nor elsewhere.

Those intending to stay at one and the same place (outside The Hague) for the total duration of their sojourn in the Netherlands - for instance those who are going to be trained with a certain industry or business or are going to attend the courses at one of the International Training Centres and intend to stay at the Centre's Hall of Residence - should themselves register with the competent local authorities. Those responsible for receiving the fellows - for instance the personnel manager of the

industry or business or the principal of the Hall of Residence will no doubt be prepared to give them all the assistance they require.

Should the fellowship be extended over a longer period than was originally contemplated, the temporary residence permit should be renewed in time and the same procedure should be followed as when the permit was originally applied for.

Those who need a visa should be warned that their temporary residence permit automatically expires after a visit to another foreign country, unless they have a Netherlands visa valid for more than one frontier crossing. If one is not in the possession of the required visa or if its validity has expired one should, before going abroad, apply for a re-entry permit to the Authorities that issued the temporary residence permit. There are re-entry permits valid for more than one trip abroad. Also in this respect NEBUTA will be glad to give all the assistance required.

If requested, NEBUTA is also prepared to assist fellows in obtaining the other visas they might require for their international study-programme. It should be borne in mind that it may sometimes take quite some time before a visa is issued: it may for instance, take five to six weeks to get a French visa. That is why NEBUTA should be informed in time, if possible one month before one's departure at the latest.

#### Postal and Telecommunications Services

The commonest rates of the Netherlands Postal and Telecommunications Services are:

For letters within the Netherlands (to any destination in town or in the country) f. 0,12 for the first 20 grammes: f. 0,25 up to 100 grammes. Letters to destinations inside Europe are always sent by air, the rate being f. 0,30 for the first 20 grammes and f. 0,20 for each additional 20 grammes. To destinations outside Europe the rates are the same, but an additional air-mail rate is due, varying according to distance and weight. The additional air-mail rate for Pakistan, for instance, is f. 0,25 per 5 grammes. A 4 grammes' air-mail letter to Pakistan should, therefore be stamped f. 0,55, a 9 grammes' f. 0,80, a 22 grammes' f. 1,75 etc. Particulars with regard to other countries and other rates, as, for instance for overseas mail, printed matter, postal parcels, registered letters, etc. are supplied by the post-offices on application.

It sometimes happens that letters to destinations abroad are insufficiently stamped, in which case the Netherlands Postal

and Telecommunications Services (PTT) offer special facilities. If the sender's name is written on the back of the envelope, the PTT will affix the additional stamps on the letter so that the addressee need not pay any surcharge. The PTT then send a printed card to the sender with the request to return the card after affixing to it stamps to the amount of the postage "advanced" by the PTT.

The PTT know from experience that the Netherlands people highly appreciate this, so that it hardly ever occurs that requests for paying the additional postage are not complied with.

Letter-boxes are found everywhere in built-up areas and are easy to recognize. In Amsterdam they are even to be found attached to the rear of the tramway-carriages. However, there are also boxes to be found in several big towns which may be easily mistaken for letterboxes, but which serve the purpose of collection-boxes for reading matter for the Red Cross. In Amsterdam the boxes of the municipal clearing serve, too, should not be mistaken for letterboxes.

Nearly all places in the Netherlands are connected to the automatic nation-wide telephone system. The telephone rates are dependent on the distance and duration of the calls. A three-minute call over a distance of more than 15 kilometers costs about f. 0.60. In public call-boxes instructions on how to use the telephone are usually to be found in English, French and German. In a café or restaurant the hall-porter, who can also arrange for trunk calls, will charge f. 0,10 for a local call.

Recommended reading on the Netherlands (obtainable in all bookshops).

HOLLAND, A Pocket Guide	J. van Rhijn (Meulenhoff)
SILT AND SKY, Men and movements in modern Dutch literature.	A. Romein-Verschoor (Querido)
DUTCH TRAVEL	Garry Hogg (Robert Hale Ltd)
THE NETHERLANDS, A study of art, costumes and social life	Sacheverell Sitwell (Batsford Ltd)
VARIATIONS ON A DUTCH THEME	Peter Temple (Secher and Warburg)
GUIDE TO DUTCH ART	Dr. H.E. van Gelder (Government Printing Office)

- THIS IS HOLLAND, An artbook Verlag Ludwig Simon
- THE PAGEANT OF NETHERLANDS HISTORY A.J. Barnouw (Longmans, Green and Co.)
- RURAL LIFE AND RURAL WELFARE IN THE NETHERLANDS Prof. Dr. E.W. Hofstee (Landsdrukkerij 1957)

Periodicals

- THE WINDMILL, A Dutch Agricultural Quarterly Published by the "Stichting Agrarisch Exportblad"
- THE WAY AHEAD, Quarterly review of Netherlands, Consulting Engineering, Edited by Bouwcentrum (International research study and information centre and permanent exhibition for building and housing, Rotterdam) and Nedeco (Netherlands Engineering Consultants The Hague)
- HIGHER EDUCATION AND RESEARCH IN THE NETHERLANDS Quarterly published by the Netherlands Universities Foundation for International Co-operation.

Social contacts

The Netherlands has to live up to its reputation of being a hospitable country. Moreover, it may be considered a well-known fact that Dutch people take a great interest in what is going on in other countries. There are many associations such as the Netherlands-India Association, The Netherlands-Arabic Circle, etc. A great many Dutchmen have lived abroad for many years, not only in the former Netherlands Indies, but also in other countries where Dutch experts are much sought after.

It is therefore not to be wondered at that NEBUTA, has succeeded in getting together Dutchmen who want to show their lively interest in foreign visitors by receiving them in their homes. Foreign visitors wishing to get acquainted with those aspects of the Netherlands way of life with which, owing to their studies, they will not easily come in contact, are advised to apply to NEBUTA for further information.

In addition to getting acquainted with Dutchmen, the foreign visitors will often wish to get in touch with their country-men and other foreigners who are in the same circumstance as they are. In this connection the foreign visitors' attention is drawn to the fact that a rather large number of foreigners are attending courses at the various international training institutions in the Netherlands, several of which offer excellent facilities for social contacts.

There is also a Foreign Students Service (F.S.S.), a private organisation for the purpose of giving aid and assistance to foreign university-students. Its head office is in Amsterdam. In addition there are in all the Netherlands University towns F.S.S. Contact Committees, which will gladly give foreign students all the information and help they may require.

#### Traffic

For many foreigners it is a queer sensation to see traffic in the Netherlands keep to the right. Those who are not used to it should be very careful. Indeed, there is every reason to be careful in the Dutch streets, particularly because of the large number of bicycles and autocycles, the latter being capable of a sudden and great acceleration of speed. When crossing a street it is advisable to do so on the safety-lanes marked on the roadway (zebras). At several points in various large cities a push-button system has been installed enabling pedestrians to cross without danger after one of them has pushed a button that will switch on a red light to halt the street traffic.

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PRINTED MATERIAL AND TRAINING AIDS

— LIST OF PURCHASES

LIVRES ET MATERIEL D'ETUDES

— LISTE D'ACHATS

DRUCKSCHRIFTEN UND AUSBILDUNGSMATERIAL

— ANKAUFLISTE

Please attach receipts — Joindre factures s.v.p. — Empfangscheine beifügen

Name :

Nom :

Name :

DESCRIPTION / BESCHREIBUNG

PRICE/PRIX/  
PREIS

Total DFI

Please submit in 4 copies  
A remplir en 4 exemplaires  
Bitte in 4 facher Ausfertigung zusenden

The undersigned declares this amount to be correct and unpaid  
Le (la) soussigné(e) déclare ce montant juste et non acquitté  
Unterzeichnete(r) erklärt den Betrag rechtmäßig und unbeglichen

Date :

Datum :

signature / Unterschrift

TRAVEL CLAIM  
 DÉCLARATION DE FRAIS DE DÉPLACEMENT  
 REISEKOSTEN DEKLARATION

Name :  
 Nom :  
 Name :

Date Datum	Description of journey within the Netherlands Déclaration de voyages à l'intérieur des Pays-Bas Reisebeschreibung von Reisen innerhalb den Niederlanden	Means of transport Moyen de transport Transportmittel	Amount Prix Betrag

Total DFI

Please submit in 4 copies  
 A remplir en 4 exemplaires  
 Bitte in 4 facher Ausfertigung zusenden

The undersigned declares this amount to be correct and unpaid  
 Le (la) soussigné(e) déclare ce montant juste et non acquitté  
 Unterzeichnete(r) erklärt den Betrag rechtmäßig und unbeglichen

Date :  
 Datum :

signature / Unterschrift

## THE NETHERLANDS OFFICE FOR INTERNATIONAL TECHNICAL ASSISTANCE

### BACKGROUND

Convinced of the great importance, which has to be attached to the establishment of a programme of technical assistance of the United Nations and its specialized agencies for the sake of the accelerated development of the less developed areas of the world, the Netherlands Government has from the very beginning granted its full support and co-operation to the Expanded Programme of Technical Assistance and since its institution also to the Special Fund of the United Nations.

This co-operation consists of:

- a financial contribution to the Expanded Programme of Technical Assistance and to the Special Fund of the United Nations;
- services for the recruitment of Netherlands experts for United Nations programmes of technical assistance;
- the receiving of fellows of the United Nations for study or observation programmes in the Netherlands.

In order to meet the need for specific Netherlands know-how and experience, for example in the field of agriculture and cattle-breeding, hydraulic engineering, shipbuilding etc., the Netherlands Government furthermore instituted in 1957 a bilateral Technical Assistance Programme of modest size with the objective of expanding the technical assistance to less developed countries.

By means of these forms of co-operation to the development of other countries on a world-wide basis the Netherlands, of old a centre of trade and traffic, of scientific and cultural contacts, continues an age-old tradition cast in a modern mould.

### ORGANIZATION AND TASK

The firm belief of the Netherlands Government in the great importance of the social and economic development of the less developed countries is apparent from the decision that all activities on technical assistance should be co-ordinated.

To this end a Committee for International Technical Assistance was set up in 1950, whose task consists in advising the Government in matters of policy relating to the Netherlands participation in the technical assistance to the less developed countries.

The members of this Committee are the representatives of all the Ministries which are concerned with the problems of financial and technical assistance. The representative of the Ministry of Foreign Affairs acts as President of the Committee; for this function the Director of the "Directorate for International Organizations" has been designated.

As executive body of the Committee the Office for International Technical Assistance was created, which Office falls under the administration of the Ministry of Foreign Affairs. In the implementation of its task the Office,

however, operates as an interdepartmental organ. It maintains close relations with the Netherlands ministries and it applies directly to the Netherlands industrial enterprises, the universities, engineering offices and other private institutions.

Furthermore, the Office keeps in direct touch with the United Nations and the specialized agencies as well as with other international organizations and with the national bureaus of the foreign countries participating in the technical assistance activities.

In some cases there is a direct contact with the governments of the receiving countries, but as a rule these contacts are made by the Office via the normal diplomatic channels.

Thus the Office for International Technical Assistance has been designated as the national centre where the Netherlands and the international activities in the field of technical assistance are studied and dealt with.

The Office acts as an intermedium for the recruitment of Netherlands experts for the technical assistance programmes of the United Nations and for the arrangement of the study-programmes of U.N. fellowship-holders; it takes care of the reception of these fellows in the Netherlands.

The Office collaborates in the organization of seminars in the Netherlands and in group study-tours under the auspices of the United Nations and its organizations.

Moreover, the Office renders services when foreign governments, semi-governmental bodies or private enterprises address an appeal to the Netherlands to effectuate contacts with Netherlands experts or with Netherlands consulting bureaus.

If by other international programmes the assistance of the Netherlands Government is solicited for rendering available the services of experts or the reception of fellows, the Office for International Technical Assistance again operates as the Netherlands co-ordinating institute.

Finally, the Office is charged with the execution of the Netherlands Technical Assistance Programme, which at the request of Parliament was launched by the Netherlands Government in 1957. This programme comprises:

- a) an Experts Programme with the objective of making available on a modest scale the consulting services of Netherlands experts, if requests to this effect from less developed countries have been submitted to the Netherlands Government;
- b) a Fellowships Programme with the objective of awarding some 125 fellowships per annum to persons from less developed countries, who wish to enlarge their knowledge and experience in the Netherlands;
- c) an Associate-Experts Programme in compliance with which the Netherlands Government places at the disposal of various specialized agencies - such as the Food and Agriculture Organization (FAO), the United Nations Educational, Scientific and Cultural Organization (UNESCO) the World Health Organization (WHO) and the United Nations Bureau of Technical Assistance Operations (UNTAO) - young Netherlands university graduates as assistants to a full expert for employment in the technical assistance programmes, all costs involved to be borne by the Netherlands.

For these three Programmes together the Netherlands budget annually features an amount of DG 3,000,000.--.

#### PROCEDURE

The Office, when in search of experts, calls on various "sources of recruitment": Universities and other scientific institutes Government institutions and private enterprises, etc. In judging a candidate's capacities high standards are observed; attention is not only paid to professional skill and competence, education and experience, but his personal qualities are also studied as well as his ability to adapt himself to this future services in an underdeveloped country.

In judging the suitability of a candidate the Office is assisted by other official institutes, by permanent advisory committees and by university professors.

If the recommendation of a candidate results in his appointment as an expert by an international organization or by a government of a less developed country, the Office renders co-operation in making the necessary arrangements for his departure.

The Office also functions as the central organization in respect of the reception of fellows in the Netherlands. When the Office receives a request for placing a fellow, it communicates with the public authorities and with the private bodies and enterprises charged with or operative in the field of study for which the fellowship has been applied. In consultation with these institutions a study or observation programme is drawn up and the fellow's special wishes are taken into account as well.

During their stay in the Netherlands fellows may count on every assistance so that the most efficient use of the time available is guaranteed. Simultaneously, the fellow will be given a general impression of the Netherlands and it will be tried to familiarize him with all kinds of aspects of social life in the Netherlands. For fellowship-holders who possess a fair command of English and German, there will be no language problems, as those with whom they come into contact in connection with their study or observation programme, will have a working knowledge of one of these languages. It will be more difficult to compose a study-programme for French-speaking fellows, although this is by no means an excluded possibility.

Apart from these individual study and observation programmes there are also special, *international* courses in the Netherlands, specifically organized for participants from less developed countries. In general the courses are given in English. The most important courses are enumerated hereunder:

- 1). Courses in photogrammetry, photogeology, aerial photography, use of aerial photographs for agricultural and sylvicultural surveys, all given at the International Training Centre for Aerial Survey at Delft;
- 2). A summer course in agricultural and home economies extension given at the International Agricultural Centre at Wageningen and incidental other courses in the field of agriculture, horticulture and forestry.
- 3). Courses organized by the Institute of Social Studies at the Hague in national development, social welfare policy, public administration, economic planning and national accounting, comprehensive planning and statistics.

- 4). The course on Building, organized by "Bouwcentrum", Rotterdam.
- 5). The course in hydraulic engineering at the Technical University of Delft.
- 6). The course in the organization and management of smallscale industries at the Research Institute for Management Sciences at Delft.
- 7). The course in "Sanitary Engineering", organized by the Netherlands Universities Foundation for International Co-operation (NUFFIC).

For further particulars reference is made to the booklet entitled "Facilities for Yraining in the Netherlands".

The Office for International Technical Assistance has at its disposal documentation material pertaining to the less developed countries and the various international technical assistance programmes. Also, the Office publishes a monthly bulletin in the Netherlands language, entitled "International Technical Assistance", containing data on technical assistance.

#### STAFF

Mr. A.A.J. Warmenhoven	- Director
Mr. A. van der Goot	- Deputy Director
Mr. F.P.W. van Nouhuys	- Head General Affairs Department
Dr. H.W. te Winkel	- Head Department Experts and Missions
Mr. F.E. Weber	- Head Department of Fellowships

For further information please apply tot The Netherlands Office for International Technical Assistance, 500 Van Alkemadeaan, The Hague. Telephone number: 184000; Telegrams: NEBUTA - The Hague.

NETHERLANDS UNIVERSITIES FOUNDATION  
FOR INTERNATIONAL CO-OPERATION

27 MOLENSTRAAT  
THE HAGUE  
TEL. 630550

INTRODUCTORY COURSE "MEET THE NETHERLANDS"  
in "Oud Poelgeest" Castle, OEGSTGEEST (near Leyden)  
Tel.: 0 1710 - 53662.

We are pleased to send you herewith further details on the introductory course which will be held at Oegstgeest from October 31 to November 2, 1963.

Programme

Thursday, October 31:

- 11.-- a.m.: Registration
- 1.-- p.m.: Lunch
- 2.30 p.m.: "Comparative Education" by Dr. J.J. van Dullemen, former director of the United States Educational Foundation in the Netherlands.
- 6.-- p.m.: Dinner
- 8.-- p.m.: Films on the Netherlands

Friday, November 1, 1963:

- 9.-- a.m.: Departure by coach for an excursion to the "Noord-Oost"polder and Flevoland (landreclamation projects)
- 8.-- p.m.: "Religion in the Netherlands" by Dr. H. Faber, Lecturer in the Psychology of Religion and Ethics, University of Leyden

Saturday, November 2, 1963:

- 10.30 a.m.: "Modern Dutch Art" by Dr. H. Gerson, Director of the Netherlands Institute for Art History, The Hague
- 1.-- p.m.: Lunch  
Departure of the participants after lunch.

How to reach Oud-Poelgeest:

By train to Leyden. From the station by bus direction Haarlem (platform 3 in front of the station). Stop: Marelaan, Oegstgeest. From there you walk for abt. 100 meters and turn to the right, where you will see the castle.

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