



**Finnish Defence Forces
International Centre**

FINCENT Handbook



The Finnish Defence Forces
fincen.fi

This Handbook contains general information about FINCENT and practical instructions for all course participants and visitors. Course-specific information and instructions are sent to all accepted students in a Course Confirmation Letter.

Mandatory documents

A passport is required. Finnish participants may also use other official identification cards.

If needed, it is the responsibility of the student or the sending organisation to apply for a travel visa well in advance.

Sending organisations are in charge of arranging the required permits for a military person to enter Finnish territory and FINCENT (Request for Visit and Permit for a military person or unit to enter Finnish territory).

How to get there

FINCENT is located within a garrison on the island of Santahamina in Helsinki, ca. 10 kilometres from the Helsinki city centre and ca. 25 kilometres from the Helsinki-Vantaa international airport.

Transportation from the airport provided by FINCENT

FINCENT will provide transportation for students from/to the Helsinki-Vantaa airport according to a fixed schedule. The transportation schedule will be included in the Course Confirmation Letter that is sent to all approved students. The meeting point for FINCENT transportation at the airport is in Terminal 2, Arrivals Hall 2A. Expect a person with a FINCENT sign.

Arriving by other means

Please check your Course Confirmation Letter for the designated arrival times for your course. Upon arrival, show your passport at the main gate to gain entrance to the garrison. Only registered participants will be allowed to enter the garrison.

Arrival by car

See the map in Annex B for directions. Parking spaces for our guests are available only inside the garrison. The car's licence plate number must be submitted to FINCENT beforehand in order to access the garrison and the parking lot.

Arrival by taxi

Ask the driver to drive to the Santahamina garrison in Helsinki. The fare for a taxi ride between the Helsinki-Vantaa Airport and FINCENT is ca. €55, depending on the weekday, time of day, number of persons travelling and traffic. Depending on traffic, the ride may take up to one hour.

Public transportation

If you are arriving from the airport or Helsinki city centre using public transportation, please see the detailed instructions in Annex A. The journey from the airport to FINCENT costs €5,70 and takes about 1,5 hours with two transfers.

Accommodation and premises

FINCENT's course, accommodation and administration facilities are located in the newly completed Santahamina Building. Accommodation will be in single rooms and they are booked automatically for all approved students and instructors. Towels and bed linen are provided. Bring your own shampoo and shower gel.

The facilities of the Santahamina Building include self-service laundry facilities, lounges, kitchens, a gym, sauna, the Café Korvike cafeteria and the National Defence University Library.

The ground floor level and accommodation facilities (3rd floor) of the Santahamina Building are accessible 24/7. The course facilities (2nd floor) are accessible during course working hours. The Library and Café Korvike are open according to separate schedules.

Meal services

Breakfast, lunch and dinner will be served in the dining hall within the garrison according to the course programme.

Tea and coffee vouchers will be offered to all course participants free of charge. Other drinks, snacks and sweets are available for purchase in the Café.

Vending machines for drinks, snacks and sweets are also available.

The accommodation has two kitchens with basic kitchen utensils, microwave ovens, and refrigerators.

Dress code

The course-specific dress code for duty hours is described in detail in the Course Confirmation Letter. We recommend to bring clothing for physical training and civilian clothes for off-duty hours. Indoor sports shoes are mandatory in the indoor sports facilities.

Don't forget to pack warm clothes, as the weather in Finland can be colder than what you are used to.

For military course participants: a field uniform and civilian jacket & tie are needed.

For civilian course participants: jacket and tie or equivalent are needed.

For police course participants: you may choose either a field uniform equivalent police uniform or jacket and tie

Safety and security

After arrival, all participants will be issued an identity card that is valid for the duration of their course. Keep the card with you at all times and wear it visibly when inside the garrison. Your **course identity card and passport are required for re-entry** into the garrison, if you leave it during your stay.

You will be provided with an electronic key for the doors and a separate key card for your accommodation. The electronic key and the key card must be returned before departure when your course ends.

FINCENT is located inside a military area. Therefore you cannot bring family members or other visitors to FINCENT. For your safety, do not enter the restricted areas in the garrison. A map of the restricted areas will be available at FINCENT.

You are not permitted to use mobile phones during the lectures or formal events. Photography is not allowed inside the garrison.

Smoking is not allowed indoors. There are designated smoking areas outside.

The general emergency number is 112.

Drinking and driving: the legal blood alcohol limit for driving in Finland is 0,5 o/oo. FINCENT has a zero tolerance policy during the lessons and exercises.

Communications

A wireless internet connection will be available. If you bring your own laptop or other mobile devices, you can use the wireless connection free of charge.

Personal mail will be delivered directly to the participants. The mailing address of the course is:

Participant's name
Course Name
National Defence University
FINCENT
P.O. BOX 7
FI-00861 HELSINKI
FINLAND

Stamps can be purchased at post offices and most supermarkets.

Pre-paid SIM cards for mobile phones can be purchased from shops and kiosks.

Other information

Average midday temperatures in Helsinki:

Jan -5°C, Feb -6°C, Mar -1°C, Apr +5°C, May +8°C, Jun +18°C, Jul +19°C, Aug +16°C, Sep +13°C, Oct +7°C, Nov +3°C, Dec -1°C. The minimums/maximums can be considerably lower/higher. Please check www.fmi.fi for the weather forecast.

The electric current is 240 V 50 Hz. Power sockets are two-pin type Schuko (CEE 7/3, Type F). Please bring an adapter for your electrical appliances if needed.

Tap water in Finland is clean and safe to drink.

Service directory

Services within the garrison

The following services are available for FINCENT's course participants within the garrison on Santahamina.

Café Korvike

Located in the Santahamina Building, the café sells for example snacks, drinks and small souvenirs. Open during office hours.

Gym and sauna in the Santahamina Building

A well equipped gym and a unisex sauna with separate dressing rooms and showers for men and women. Outdoor shoes are not allowed in indoor sports facilities.

Swimming pool and other sports facilities in the NDU Main Building

A well equipped gym, exercise room, swimming pool and separate saunas for men and women are located in the National Defence University's main building. Outdoor shoes are not allowed in indoor sports facilities.

Sports field and jogging routes

Outdoor sports facilities are located next to NDU campus area.

Library

The National Defence University Library is located in the Santahamina Building. Newspapers magazines, professional literature and computers with internet access will be available. Open during office hours.

Dining Hall Ignatius

Serves daily meals during courses according to the course programme.

Services in the nearby area

Detailed information and maps will be available at FINCENT.

GROCERY STORES

There is a small convenience store/kiosk within a 15-minute walk and two grocery stores within a 25-minute walk from the garrison.

SUPERMARKETS, POST OFFICE, PHARMACY

A more extensive selection of services can be found a 10-15-minute bus ride away in Laajasalo and Herttoniemi. More information and maps will be available at FINCENT.

PUBLIC TRANSPORTATION

See annex A

TAXI

To order taxi in Helsinki, call +358 100 0700 (charge applies).

Taxi fares to/from FINCENT (depending on the weekday, time of the day, persons travelling and traffic):

Helsinki-Vantaa Airport ca. €55

Helsinki city centre ca. €25



FINCENT is located in Santahamina Building



Accommodation room



Kitchen and lounge



Café



Finnish two-pin Schuko power socket



The garrison is served by bus 86

Annex A: How to get to FINCENT using public transportation.

The public transportation from the Helsinki-Vantaa Airport to FINCENT in Santahamina, Helsinki, will take you through the Helsinki city centre and requires two transfers. While the bus service between the airport and the city centre is available 24/7, the connection between the city centre and Santahamina does not run at night.

Tickets can be bought from a ticket vending machine (cash, credit cards). Tickets are not sold in the bus. The easiest way is to download **HSL app** which is a versatile tool for public transport passengers. You can use the app to buy HSL tickets and to access the Journey Planner. The regional ticket costs €5,50 and entitles you to travel from the airport all the way to Santahamina. Night fares are higher. For schedules and more information, check: www.hsl.fi/en

From the Airport to the Helsinki city centre

Take Train I or Train P, or bus number 615 to the Helsinki Central Railway Station.

After picking up luggage and clearing customs, follow the signs for public transportation. **Buses** to the Helsinki city centre leave from Platform 12 in front of Terminal 1, and from Platform 25 in front of Terminal 2. The bus ride to the Helsinki Central Railway Station, which is the final destination of the bus, takes 45 minutes. **The train** ride takes 35 minutes. Until late 2015 the nearest entrance to the Airport train station is best reached by a free shuttle bus. The trains operate ca 0430-0115 hrs.

From the Helsinki city centre to FINCENT

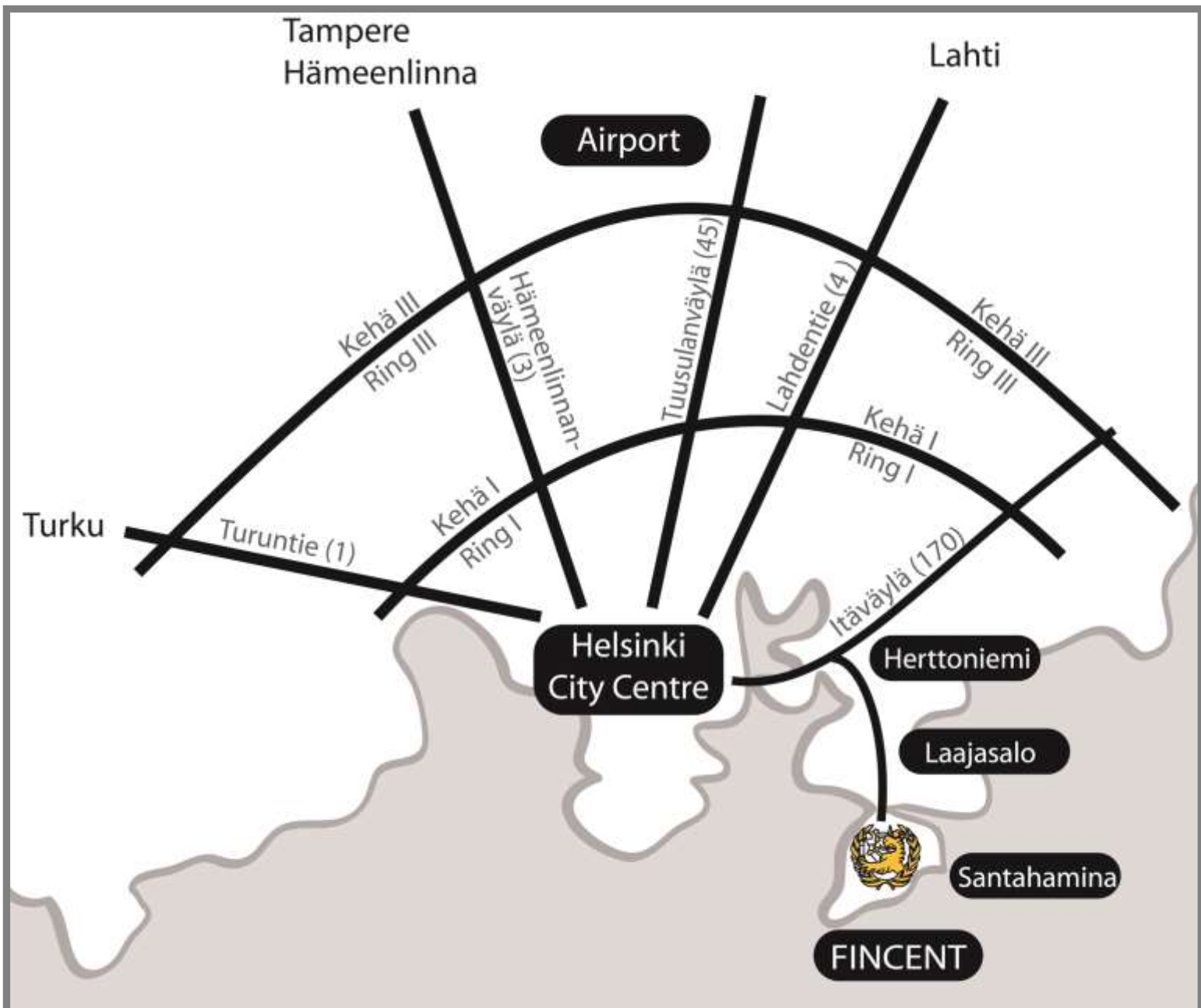
Take the Metro to the Herttoniemi Metro Station.

At the Helsinki Central Railway Station, enter the Station Building and follow the signs for the Metro. Take the eastward Metro (towards Itäkeskus, Mellunmäki, Vuosaari) and disembark at the Herttoniemi Metro Station. The Metro ride takes 10 minutes. The metro operates ca 0500-2300 hrs from Monday to Saturday and ca 0600-2300 hrs on Sunday.

Take bus 86 or 86B to Santahamina.

At the Herttoniemi Metro Station, transfer to bus number 86. The bus leaves from platform 5. The bus ride to the Garrison takes 15 minutes. The garrison Military Police will enter the bus at the Garrison gate. Present your passport to the Military Police to gain entrance to the Garrison. FINCENT is located in the first building on the left after the Garrison gate. The bus operates daily between ca 0530-2330 hrs.

Annex B: Driving instructions map



Annex C: Map of the National Defence University Campus on Santahamina

