

# Working in Germany

Pre-departure Information for Filipino and  
Indian Migrant Health Workers Bound for Germany





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## Pre-departure Information for Filipino and Indian Migrant Health Workers Bound for Germany



Public Services International  
Internationale des Services Publics  
Internacional de Servicios Públicos  
Internationale der Öffentlichen Dienste  
Internationell Facklig Organisation för Offentliga Tjänster  
国際公務労連





## ABOUT PUBLIC SERVICES INTERNATIONAL

Public Services International (PSI) is a global trade union federation representing 20 million working women and men who deliver vital public services in 150 countries. PSI champions human rights, advocates for social justice and promotes universal access to quality public services. PSI works with the United Nations system and in partnership with labour, civil society and other organizations.

PSI runs a Migration Programme through partnerships with its affiliated public service trade unions worldwide in defending the human and trade union rights of migrant workers while promoting equality, access to justice and quality public services for all. Visit [www.world-psi.org](http://www.world-psi.org).

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## HOW TO USE THIS MATERIAL

This pre-departure booklet contains basic information about several topics to help Filipino and Indian health workers who are bound to work in Germany. It seeks to empower health workers to make informed decisions and raise awareness of the issues related to health labour migration and ethical recruitment. This guide does not provide detailed information or advice but indicates the areas requiring further research and reflection by the individual.

In instances where the information is complex or likely to change, links to useful websites have been included. Individuals should use this material as a guide only and ensure the veracity and relevance of any information as much as possible.

As circumstances change, information will also change. It is therefore expected that this booklet will be regularly updated to reflect current realities.

This publication has been produced with the assistance of the European Union (EU). The contents of this publication are the sole responsibility of PSI, consultant to the International Labour Organization (ILO), and can in no way be taken to reflect the views of the EU.



## INTRODUCTION

Many migrant workers have unrealistic expectations and insufficient information about recruitment procedures, employment and living conditions abroad, labour laws, workers' rights in countries of destination and social costs of migration. This lack of information on migration has placed a staggering number of migrant workers in vulnerable and risky economic and social situations. The availability and accessibility of adequate and up-to-date information is therefore crucial for individuals to make informed decisions and avoid fraudulent practices and other pitfalls in the migration process.

This pre-departure booklet is part of a series of migration information materials developed for Filipino and Indian health workers under the *ILO's Decent Work Across Borders (DWAB) project*.<sup>1</sup> The project seeks to facilitate an approach to migration that benefits the migrant workers, the source and destination countries within a rights-based framework for labour migration management. The migration information materials seek to address information needs of migrant health workers at all the stages of migration -- from pre-decision to return and reintegration. This booklet focuses on information needed by workers who have already made a decision to migrate to Germany for work.

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<sup>1</sup> [http://www.ilo.org/manila/info/public/pr/WCMS\\_173607/lang-en/index.htm](http://www.ilo.org/manila/info/public/pr/WCMS_173607/lang-en/index.htm)

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## General Information about Germany



## Germany, India and the Philippines at a Glance

			
	GERMANY	INDIA	PHILIPPINES
Population	81,305,856	1,220,800,359	105,720,644
Total Females	41,270,190	587,236,392	52,776,483
Total Males	39,877,075	633,563,967	52,944,161
Median Age	45.3 years old	26.7 years old	23 years old
Land Area	357,022 square kilometres	3,287,260 square kilometres	300,000 square kilometres
Coastline	2,389 miles	7,000 miles	36,289 miles
Language	German	Hindi	Filipino / English
Currency	Euro (EUR)	Indian Rupee (INR)	Philippine Peso (PHP)
Capital City	Berlin	New Delhi	Manila
Largest City	Berlin	Mumbai	Quezon City
Time Zone	UTC+01 UTC+02	UTC+5:30	UTC+08
Calling Code	+49	+91	+63
Literacy Rate	99%	62.8%	95.4%
Life Expectancy	80.8		
Fertility Rate	1.42 child(ren) per woman	3 child(ren) per woman	3 child(ren) per woman
GDP	\$3.25 trillion	\$4.76 trillion	\$431 billion
GDP Per Capita	\$38,100	\$3,900	\$4,100
Unemployment rate	5.5%	8.5%	7%
Type of Government	Federal Republic	Constitutional, Federal (Federation), Republic	Constitutional, Presidential, Republic
Drinking Age	16	18, prohibited in some states	18, prohibited 2-5 days before an election

## Geography

Germany has a total land area of 357,092 square kilometres and is the seventh largest country by area in Europe and the 63rd largest in the world. It shares common borders with Denmark in the north, Poland and the Czech Republic in the east, Austria and Switzerland in the south, France and Luxembourg in the south-west, as well as Belgium and the Netherlands in the north-west — making Germany the country with the most borders in Europe.

## Weather

Germany has a temperate seasonal climate with moderate to heavy rainfall. In general, extreme temperature lows and highs are unusual. Precipitation is possible throughout the year with most of the rainfall happening in the summer months.

### Spring (April – May)

In April, the weather is most unpredictable in Germany. It can be sunny and warm or rainy, windy and cold. May is usually marked by pleasant weather as the days get longer and you can smell spring in the air. This is the time of year when many people ride their bicycles and enjoy the singing of birds and the awakening of nature.

### Summer (June – September)

This is the season to enjoy warm temperatures, long and sunny days, vibrant open-air festivals, and many outdoor activities. Temperatures often range between 21-27°C. However, summer months are also the time when much of the rain falls in Germany, so an umbrella will come in handy.

### **Autumn (October – November)**

In October, weather can still be sunny and warm. People tend to hang out in street cafes and beer gardens. Come November the weather starts to change as the days get shorter, misty and cooler.

### **Winter (December – March)**

While winter is milder in Germany compared to other north European countries, it is still very cold, especially for those used to a tropical climate. Temperatures during the day range between 0 and 5°C, although temperatures can fall way below zero, especially at night. It is usually colder in the eastern and southern parts and warmer in the North and the Rhine regions. Snowfall usually occurs in December, January and February.

### **Population**

About 82 million people live in Germany, making it the 15th most populous country in the world.

Among EU member states, Germany has the highest percentage of immigrants, at 18.7 per cent of the overall population in the country. The main countries of origin of foreigners living in Germany are Turkey (around 1.713 million), the former Yugoslavia (714,075), Italy (528,318), Poland (384,804) and Greece (294,891).

### **Language**

German is definitely not one of the easiest languages to learn. A common saying in German is, “Deutsche sprache, schwere sprache”, which means “German language, difficult language”.

Many foreigners get confused by complex German grammar and the construction of seemingly endless sentences.

The official and most spoken language in Germany is German. It is also spoken in Austria, eastern Belgium, Liechtenstein, Luxembourg, Switzerland and some regions in northern Italy. About 100 million Europeans speak German, making it the most widespread native language in Europe after Russian, and one of the ten most-spoken languages in the world.

Moreover, German is also an official language of the EU and one of the three working languages of the European Commission. Over 15 per cent of all EU nationals speak the German language.

German belongs to the so-called West Germanic group of the Indo-European language family, along with English, Frisian, and Dutch (Netherlandic, Flemish). A number of words are derived from Latin, Greek, English and French. Like most other European languages, language in Germany uses the Latin alphabet.

You need to be aware that German is not exactly the same everywhere in Germany. If you've learned German abroad, you're probably accustomed to "Standard German" (Hochdeutsch). It is used as the language of administration, higher education, literature, and the mass communications.

In some rural areas of Germany, Standard German may not be used as much as local dialects. Accent, vocabulary, and grammar vary across regions. Some dialects, such as Bavarian, sound so different that even other Germans have difficulty understanding them.

## Economy

Germany is the largest economy in Europe and the fifth largest in the world in terms of Purchasing Power Parity.

Its economic policy is based on the concept of the social market economy, which combines elements of markets with a large role for the state in the economy. The country is a founding member of the EU and the Eurozone.

The country is also the leading exporter of machinery, chemicals, vehicles and household equipment, and exports are predominantly to other European countries.

Germany benefits from a highly skilled labour force. Like its Western Europe neighbors, the country faces significant demographic challenges to sustain long-term growth. Low fertility rates and declining net immigration are also increasing pressure on the country's social welfare system.

## Government

In Germany, public authority is divided among federal, state, and local levels of government.

The Federal Republic of Germany consists of 16 member states known as the Federal Länder. The smallest autonomous civil administrations are the Gemeinden (communities), which regulate all affairs in the local community.

There are two federal legislative bodies. The Bundestag is Germany's lower house whose members are elected to four-year terms in

popular elections. The Bundesrat (Federal Council) is Germany's upper house. Its members are not elected but are the members of the 16 Länder states.

The federal president (der Bundespräsident) is the titular head of state, but has no real political power. The position can only be re-elected once and has a term of five years.

The federal chancellor (der Bundeskanzler) is the German "premier" and political leader, and is elected by the Bundestag for a four-year term.

The highest court of the land is the Federal Constitutional Court (das Bundesverfassungsgericht). There are also lower federal and state courts.

## Holidays

German public holidays (gesetzliche Feiertage) differ from one federal state to another as some states have more public holidays than others.

Major holidays include Sylvester (New Year's), Karneval or Fastnacht (Mardi Gras), Ostern (Easter), Himmelfahrt (Ascension Day), Pfingsten (Pentecost), Advent, and Weihnachten (Christmas).

Another important holiday is the Tag der deutschen Einheit, or the Day of German Unity, celebrated on the 3rd of October. This day marks the reunification of East and West Germany.

## Religion

There is no official religion in Germany. Freedom of religion is highly valued by the population.

At present Christianity still remains as the predominant religion with around 60-70 per cent belonging to the Evangelical (Protestant) Church and the Roman Catholic Church. Other important minority religions in Germany include Islam, Judaism, and Buddhism. There are also a lot of Germans who have no religious affiliation.





## Things to do/Prepare For Your Trip to Germany

### Essential travel documents

When you travel to Germany, you will need to have the following documents with you:

- Passport which is valid for at least six (6) months upon departure
- Visa
- Plane ticket
- Employment contract
- Other official papers (i.e., National Statistics Office — issued birth/marriage certificates, employment/education credentials, adoption or separation papers, school and health records, professional certificates and licenses, resume, letters of reference from former employers)

Hand-carry these documents and check them from time to time to make sure that nothing is missing or misplaced.

**Tip:** You must also bring with you enough money to cover living expenses such as rent, food, clothing and transportation for a six-month period. When you are deciding how much money to bring, it helps to research the cost of living in the part of Germany where you plan to live.

### Some travel tips:

- Pack carefully: German weather is not the most reliable, so make sure to bring some protection
- It is advisable to have euros with you before you travel to Germany
- While Germany has excellent health care, prevention is the key to staying healthy while abroad. A little planning before departure, particularly for pre-existing illnesses, will save trouble later. Bring medications in their original, clearly labeled containers. A signed and dated letter from your physician describing your medical conditions and medications, including generic names, is also a good idea. If carrying syringes or needles, be sure to have a physician's letter documenting their medical necessity. Carry a spare pair of contact lenses and glasses, and take your optical prescription with you, if you have them.

## What to do on the day of departure

On the day of your departure, observe the following to have convenient and hassle-free travel:

- Be at the airport at least three hours before your scheduled flight
- Submit yourself and your baggage for a security check
- Check in at the airline counter. Keep your boarding pass and baggage claim stubs. Visa documents should be in your hand-carry and not inside your check-in luggage
- Do not accept any unchecked package from any one. If you have to take a parcel for someone, check its content thoroughly. Otherwise it may land you in serious difficulties on arrival in the country of employment
- Filipino migrant workers will have to pay the terminal fee of PhP 550.00 at the terminal fee counter, as well as have their documents validated at the Philippine Overseas Employment Administration (POEA) labour assistance counter
- Present your travel documents at the immigration counter
- Proceed to the waiting lounge/designated gate
- Board the plane when your boarding call is made

## Customs regulations

When you arrive at a German airport and go through customs there are usually three lines: EU citizens who have nothing to declare, EU citizens who have items to declare, and citizens from countries outside the EU. Be prepared that you may have to open your baggage for random checks anytime.

Travellers from non-EU countries can bring goods up to a value of €175 duty-free. These goods must be for personal use. There are restrictions for certain items. You can bring in:

- 200 cigarettes or 100 cigarillos or 50 cigars or 250g tobacco
- One litre of spirits with an alcohol content of more than 22%, or two litres of wine or sparkling wine
- 500g coffee or 200g coffee extracts
- 50g of perfume and 0,25 litres of eau de toilette
- EU nationals can bring more goods duty-free into Germany, provided they are for personal use, and not for trading

There are several goods that are restricted or even prohibited to import or export from Germany.

Strict regulations apply for weapons, medicine, animals and food.

It is prohibited to import or export drugs and narcotics, even small amounts that might be allowed for personal consumption in other EU countries.

For more information, check the German customs website at: [http://www.zoll.de/EN/Home/home\\_node.html](http://www.zoll.de/EN/Home/home_node.html).



## Things to do Upon Arrival

- 1) Register at the local Registration Office in your district and make sure they give you a tax card.
- 2) Open a bank account and inform your employer of your bank code and account number.
- 3) Register your TV set and radio with the GEZ, which is the TV license fee-collecting agency. Forms are provided for this purpose in banks and local administrative offices for citizens.



## Cost of Living

German salaries may seem very high to Filipino and Indian migrant workers if simply converted to the Philippine peso or Indian rupee, but one should take into account the cost of living in Germany.

After deducting all the basic expenses you'll need to survive in Germany, you might later discover that you will only be able to save an amount significantly smaller than you expected. It is thus crucial that you are well aware of the cost of living to better manage your finances, and develop your return and reintegration plans.

In general, rent and housing-related costs such as electricity, heating, gas, etc. take up the biggest share of the average German household's net income. Rent varies greatly between regions and cities and depends on the type of accommodation. It can be very expensive, especially in big cities such as Munich, Hamburg or Cologne, where rents average €350 per month. Rents are cheaper in cities such as Dresden, Chemnitz and Erfurt, where average rents are about €230 per month.

After rent, most of the average household's net income goes into food, household products and services. About 10 per cent is spent

on transportation (e.g. public transport, fuel), and 6 per cent on clothing.

Going out to have fun can be very expensive in Germany. Prices between groceries in the supermarket and beverages and food in a restaurant or a café differ substantially. A bottle of water costs €2. A regular coffee will often cost at least €2. Public water is generally good and safe to drink in Germany so there is no need to buy bottled water. Half a litre of beer will set you back between €3 and €5.

If you want to watch movies in a theatre, ticket prices are about €9. The good news is that many cultural events such as theatre performances and arts exhibitions receive public subsidies, so prices are not too expensive, especially for students.

Taxes and social security contributions in Germany may take away a larger share from your gross salary than in your home country.

How much you spend on leisure activities depends entirely on your own needs and wishes. Prices vary between the western and eastern federal states, as they do between large cities and small towns.

### Cost of basic goods in Germany

Basic goods	Germany €
Meal at an inexpensive restaurant	8.00
Water in a restaurant (0.33 litre bottle)	1.66
Milk (regular), (1 litre)	0.77
Rice (white), (1kg)	1.61
Eggs (12)	1.96
Water (1.5 litre bottle)	0.44
Loaf of fresh white bread (500g)	1.36

Basic goods	Germany €
Apples (1 kg)	2.23
Potato (1 kg)	1.34
Tomato (1 kg)	2.27
Chicken breasts (boneless, skinless), (1kg)	6.97
One-way ticket (local transport)	2.50
Monthly Pass (local transport regular price)	67.00
Taxi start (normal tariff)	3.20
Taxi 1km (normal tariff)	1.70
Gasoline (1 litre)	1.58
Utilities (basic electricity, heating, water, garbage) for 85m2 apartment	198.59
Fitness club, monthly fee for 1 adult	31.52
Cinema, international release, 1 seat	9.00
1 min. of prepaid mobile tariff local (no discounts or plans)	.09
Internet (6 Mbps, unlimited data, cable/ADSL)	22.21
Apartment (1 bedroom) in city centre	570.04
Apartment (1 bedroom) outside of centre	414.86

(Source: Numbeo data, September 2014: [http://www.numbeo.com/cost-of-living/country\\_result.jsp?country=Germany](http://www.numbeo.com/cost-of-living/country_result.jsp?country=Germany))





## Food

Eating habits in Germany vary by region and social class. Most Germans purchase food from supermarkets or specialty shops such as bakeries and butcher shops.

Bread is the main food at both breakfast and supper. Breakfast usually includes brötchen, or rolls of various kinds, while supper (Abendbrot) typically consists of bread, sausages or cold cuts, cheese, and perhaps a salad or vegetable garnish.

Vegetables are often used in soups or stews, but are also served as side dishes. Carrots, spinach, beans, peas, turnips, broccoli and cabbages are very common. It is also normal to eat meat such as pork or sausage (wurst). Potatoes are very popular in German cuisine. Favorite alcoholic beverages include beer, brandy, and schnapps.

Large family meals are usually held at noontime on Saturdays and Sundays. These are often followed by Kaffee und Kuchen, the German version of teatime, in the mid-afternoon.

## Dining out

The range of restaurants in Germany is huge, and the culinary delights alone are worth travelling to Germany for. Whether you prefer simple German foods (Hausmannskost) or fancy dishes, you'll find the perfect restaurant in Germany. Additionally, immigrants offer more variety to the German restaurant scene. Greek, Italian, Turkish and Asian restaurants are waiting for you if you want some change from hearty German cuisine.

When you go to a restaurant, you'll discover that there are a few customs different to other countries in the world.

- Don't wait to be seated. Just look around to find an empty table. When the restaurant is busy, you can even sit with other people at the same table. Just ask "is this seat available" —"ist dieser Platz noch frei?"
- In some (better) restaurants you will get a free appetizer if you order a warm meal. This is usually some bread and butter, curd cheese (Quark) or lard (Schmalz)
- You don't need to order at the counter, the waiter/waitress will come to your table
- Tipping (Trinkgeld) is not compulsory; however, if you enjoyed the service, a tip of 5 per cent to 10 per cent of the bill is appropriate. If you feel badly treated, you don't have to give a tip. In Germany a fee for waiters is already included in the bill. Don't leave the tip on the table; give it to the waiter when you pay
- Be aware that many restaurants don't take credit cards, especially smaller ones in rural areas



## Transportation

Germans may be known to be car lovers, but their country also has a very efficient and reliable public transportation system. There are various modes of transportation to choose from.

### Buses

Almost every town has a scheduled local bus service. In the big cities, there may be several different bus systems in operation. Buses usually complement rail services, while service intervals vary widely depending on the location and time. In some areas, night bus trips are also available.

### Streetcar/tram (Straßenbahn/Trambahn)

Most medium and large-sized cities have a streetcar (tram) system, particularly in the eastern part. Service is quite frequent, usually 20-30 minutes during off-peak periods.

### Light rail (Stadtbahn)

Some cities such as Frankfurt, Stuttgart, Hannover and Cologne have relatively new light rail systems known as a Stadtbahn. These

systems are different from the regular U-Bahn system, as it runs mostly over-ground outside of the central city. When running over-ground, the Stadtbahn runs almost entirely with the right-of-way, making them faster than cars. These systems generally serve the central city and the immediate vicinity. Service is frequent, usually 10-20 minutes.

### **Subway/Underground (U-Bahn/Untergrundbahn)**

Most of Germany's metropolitan areas have a subway system, also known as a U-Bahn. The lines are systematically organized and numbered with a U, followed by the corresponding number (e.g. U1), and operate quite frequently -- every five to 15 minutes. This system generally serves the central city and the immediate vicinity. Service is very frequent, usually five to 15 minutes.

### **Suburban commuter rail (S-Bahn/Schnellbahn)**

The largest metropolitan areas have an excellent suburban train system called the S-Bahn. This is the railway that operates within city centre traffic, including the suburbs and nearby towns. Service is moderately frequent, usually 20 to 30 minutes.

### **Bike commuting**

Germany has been investing in bicycle paths and lanes in an effort to promote bicycling as a means of transportation. Many towns and cities already have designated bicycle lanes. Policies concerning bicycles and the enforcement of these regulations vary from place to place. You should consider bike commuting as it is not only a cheap mode of transportation, but is also good for your health and the environment.



## Housing

### Finding a place to rent

Looking for an apartment in Germany can be difficult and time-consuming. It is best to start looking for a place to rent before you leave or plan for free time to be dedicated to the search.

You should familiarize yourself with the basic rental practices and terminology in Germany. For example, you should know the difference between cold rent (Kaltmiete) and warm rent (Warmmiete). The latter includes additional costs such as garbage disposal, cleaning costs and sometimes water and heating.

Understanding classified ads can be very daunting. For example, a description like “60QM 2Zi BJ 96 DG BAD WC” can be very intimidating. It is best to ask for help from knowledgeable friends or colleagues. You can also visit this link for a list of rental advertisement abbreviations and their meanings:

[http://german.about.com/library/blvoc\\_wohn3.htm](http://german.about.com/library/blvoc_wohn3.htm)

There are several ways to look for a flat:

- Hire an estate agent
- Check out advertisements in local papers
- Visit specialized websites or online property portals
- Through word-of-mouth
- Place your own ad

### Hiring real estate agents

Using a real estate agent (Immobilienhändler) is the easiest way to find accommodation, but it is also the most expensive (two to three months rent plus value added tax). You should not pay a fee before the lease has been signed.

To find an agent or a list of estate agents in your chosen area in Germany, you should contact the German real estate professional association, IVD Bundesverband ([www.ivd.net](http://www.ivd.net) — in German only).

### *Property advertisements in local papers*

There are advertisements for apartments for rent in local papers, mostly in the Wednesday and weekend editions. You can find these offers in the Kleinanzeigen (classifieds section) and then look for Immobilienteil (property). There you will find Vermietungen (flats to rent) and Wohnangebote (flats to buy).

Another possibility is to look at the specialized German publications that contain only ads (such as Marktplatz and Annonce). In university towns, there are regularly published free papers that

contain classifieds for accommodation (as well as things for sale, which can be useful if you need to buy things when you move in).

### *Online property portals*

There are websites where you can find a list of properties as being “provisionsfreie”, i.e. without agent’s fees. In any case, you should only have to pay a fee if you are renting through an agent and you actually complete a rental contract.

It may actually be cheaper and quicker to place your own ad.

#### LINKS

##### **Websites for apartment**

<http://www.thelocal.de/property/> - The Local Germany  
<http://www.immobilienscout24.de/> (in German only)  
<http://www.immowelt.de> (in German only)  
<http://www.wohnungsboerse.net> (in German only)  
<http://www.immobilo.de> (in German only)  
<http://www.mitwohnzentrale.de/> - Furnished accommodations in Germany

##### **Websites for flat-shares**

<http://www.wg-gesucht.de/en/>  
<http://www.studenten-wg.de> (In German only)

##### **Hostels & guest-houses:**

[www.hostelworld.com](http://www.hostelworld.com)  
[www.jugendherberge.de](http://www.jugendherberge.de)

### *Placing your own ad*

You can also put your own ad in a paper saying you're looking for a place to rent. During times of high demand (e.g. October in major university towns), this can be a waste of time and money.

Most newspapers also have websites where you can see flat offers and place adverts irrespective of the day of publishing and sometimes before. In larger cities, magazines that specialize in real estate offers are available. There are also a growing number of purely Internet-based accommodation classifieds. Some of them, like [www.studenten-wg.de](http://www.studenten-wg.de), offer flats and rooms in shared flats all around Germany, and allow you to place your own ad for free.

### *Flat-sharing*

For a more economical alternative to having an apartment with a full contract, you may also consider looking for flat shares (wohngemeinschaft), as these are usually cheaper than living alone. Flat-sharing arrangements are often done informally and you can find information on some websites and online message boards. Choose wisely and keep in mind that it will be much harder to insist on your tenant rights if you do not have a contract.

### *Property description*

In Germany, property advertisements usually indicate the size in square metres of the living space (wohnfläche), the number of bedrooms (schlafzimmer) and bathrooms (badezimmer), the energy rating, and the year of construction.

Flats are normally rented without furniture or appliances in Germany. Sometimes you can take over existing furniture from the previous tenant, but that will entail additional costs.



### *Applying for a property*

To apply for a property you will need to prepare the following documentation:

- Application form (usually given at the viewing)
- Copies of your photo ID and residence permit
- Proof of income (einkommensnachweis), typically wage slips for the last three months
- A certificate from your previous landlord indicating you have no outstanding rent due (mietschuldenfreiheitsbescheinigung)
- Your credit report (you can order this online through Schufa)

If you are not able to produce one of these documents because you have just arrived in Germany, you should indicate this in your application.

### *Tenancy agreement*

You will receive the rent contract or the tenancy agreement (Mietvertrag) from the estate agent or directly from the landlord. The contract should lay down all the pertinent details including the rights and obligations of both the tenant and landlord and the conditions for breaking the agreement before the end of the initial contract period.

In Germany, minimum tenancy periods are often long with landlords requiring an initial lease period of two years. As in signing any agreement, make sure that you completely read and understand the terms of the contract.

Increases in rent should be justified or should follow the scheme specified in the tenancy agreement.

Be aware that German landlords will expect the contract to be observed to the letter (which is true for any agreement you make in Germany!).

#### What to look out for in a tenancy agreement (Mietvertrag)

- Length of the agreement
- Rent amount
- Amount of additional costs (heating, water, garbage disposal etc.)
- Term of notice (three months is normal)
- Amount of deposit (and the interest it earns)
- An agreement on redecoration when you move in or move out (you only decorate once)
- Conditions for rent increases
- In the case of furnished rooms, an inventory of all items (check in the presence of the landlord whether all the items are in good order. If damaged, have this documented in writing, so that you don't have to pay for the damage when you move out)
- The general house rules (which also define the repairs that the landlord is responsible for and those that you have to pay for)

(Source: <http://www.justlanded.com/english/Germany/Germany-Guide/Housing-Rentals/Contracts>)

### *Cost of renting a home*

Rental (Miete) in Germany varies widely in price depending on location and the type of accommodation. Renting a two-bedroom apartment will typically cost around €300 per month. In major cities and popular areas rents can get really expensive. The same apartment in Berlin for instance will typically cost more than €400.

It is not rare for up to half of a salary to go towards paying rent.

In Germany, rent is usually presented as cold or warm. Cold rent (Kaltmiete) refers to the basic rent that you owe the landlord every month. On the other hand, warm rent (Warmmiete) is the basic rent plus all the other extra costs such as electricity, gas, water, heating, garbage disposal, street and house cleaning, etc.

A security deposit (kaution) equivalent to two to three months' rent is typically requested by landlords. The deposit should not be paid to the landlord directly but into a joint savings book with interest. In this way, you can prevent the landlord from keeping the money without your agreement and you will earn the interest. This will be refunded upon the termination of the tenancy agreement along with the interest earned.

### *Important reminders when moving in*

**House inspection:** Conduct an inventory and inspection when you move in and out describing accurately the condition of the property and its contents. Take note of any defects (e.g. scratches, stains, wear and tear) no matter how small and write them down. This is for your protection and the landlord's. Otherwise you might end up getting charged for the repairs or your deposit will not be repaid to you in full when you move out.

**Electricity:** Register with the local gas and/or electricity company. Take note that electricity rates in Germany are among the highest in Europe. You can register with your local electricity supplier or choose cheaper alternative providers. You can check consumer advice centres and websites that provide information on electricity and costs such as [www.billig-strom.de](http://www.billig-strom.de), [www.stromtarife.de](http://www.stromtarife.de) and [www.stromtip.de](http://www.stromtip.de).

**Satellite dishes or antennas:** Install satellite dishes and television or radio antennas only with the permission of the landlord, and in compliance with local laws.

**Noises:** Avoid loud noises between 1 p.m. and 3 p.m. and from 10 p.m. to 7 a.m. Monday through Saturday and all day Sunday.

**Pets:** If you wish to keep a pet, inform your landlord and ask for permission first.

**Laundry:** Wash and dry your laundry only in designated areas. If the building you are living in does not have a separate room for drying laundry, you will have to dry it in your apartment.

**Storage for large items:** Leave cars, bicycles, baby carriages, etc., only in areas specified by the landlord.

Close entrance doors from 9 p.m. to 7 a.m. if more than one family lives in the building. Close and lock all doors and windows in your apartment during periods of extended absence.

**Defects:** Inform the landlord immediately of any damage to gas, water or electrical lines.

**Redecoration:** Find out who is responsible for redecoration in your rental contract. Redecoration may include painting of walls and the replacement of carpets.

**House caretaker:** In some houses with a number of tenants, there is often a Hausmeister (caretaker) and Hausverwaltung (manager). They are responsible for keeping everything running and organizing repairs. If there is no caretaker, the contract may specify that the tenant will be responsible in removing snow and ice from the front of their house during winter or sweeping the street. If the tenant

fails to comply he/she might be held liable for all injuries incurred as a result.

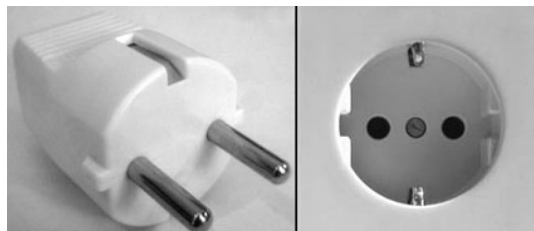
**Cleaning:** Clarify with the landlord who is responsible for the cleaning of halls, stairways, front walk, etc. It could be you! If there are no caretakers, the rent contract might require tenants to remove snow and ice in front of the house during winters. They are liable for all injuries incurred if they fail to meet their obligations.

**Keys:** Make sure you receive all keys as stated in your contract. If you lose any of the keys, you will be held liable for having the locks changed, and if you lose a key to a common area, you will probably have to pay for new keys for your neighbors as well. You will need permission from the landlord if you want to make a copy of a key.

### *Power plug & voltage*

If you need to bring electrical devices or appliances with you, take note that Germany uses a different power plug and voltage.

A German plug (ein Stecker) has two round pins that matches the two round holes of a standard German electrical outlet (eine Steckdose). Voltage in the country is 230 V – 50 Hz AC. You will need an adapter, and in certain cases, voltage converters. It is important to remember that adapters do not convert or change the voltage itself, so plugging a 110 V appliance into a 230 V outlet for example might cause damage.





## Environment and cleanliness

Germans are renowned for their obsession with cleanliness and high regard for the environment. Their passion for environmental protection and cleanliness may come as a shock to most Filipinos and Indians who are going to work in the country for the first time.

The country pursues green transportation technologies, energy-efficient buildings, climate change adaptation strategies and other environmental protection policies and practices.

### Waste recycling

Because of the high level of environmental awareness among Germans, proper waste recycling and disposal is taken very seriously. It can be a complicated and daunting process for Filipinos and Indians who come from areas where there is little regulation on waste disposal and recycling.

Normally there are different colored bins for specific wastes in each apartment block or even on sidewalks. Paper, glass and plastic are often collected separately. Food and organic waste is collected separately for compost. Those that do not fall into the aforementioned categories are collected as other rubbish (Restmüll).

Wastes containing poisons or chemicals (e.g. paints, batteries, etc.) cannot just be thrown in regular trash bins, and should be taken to special depots run by the local garbage disposal companies. Batteries can also often be disposed of in supermarkets or electrical goods stores.

If you are planning to get rid of old furniture and large electrical goods (referred to as Sperrmüll or bulky waste) you can have them picked up by the sanitation office or garbage disposal firms.

### What belongs where?

#### **Brown bin (biological waste)**

Kitchen waste: old bread, eggs shells, coffee powder and filters, food leftovers, tealeaves and tea filters

Fruit and vegetables: peels, apple cores, leaves, nutshells, fruit stones and pips, lettuce leaves

Garden waste: soil, hedge trimmings, leaves, grass clippings, weeds, dead flowers, and twigs

Other: feathers, hair, kitchen towels, tissues, sawdust, and straws

#### **Blue bin (paper)**

Envelopes, books, catalogues, illustrations, cartons, writing pads, brochures, writing paper, school books, washing detergent cartons without plastic, newspapers, paper boxes

#### **Yellow bin or bags (plastic, etc)**

Aluminum foil, plastic wrap, inside packaging materials

Tins, cans, liquids refill sachets/bags, yogurt cups, body lotion bottles

Plastic bags, margarine tubs, milk sachets, plastic packaging trays for fruit and vegetables, screw-top bottle tops, detergent bottles, carry bags, vacuum packaging, dishwashing liquid bottles

### What belongs where?

#### **Grey bin (household waste)**

Ash, wire, carbon paper, electrical appliances, bicycle tubes, photos, broken glass, bulbs, chewing gum, personal hygiene articles, nails, porcelain, rubber, plastic ties, broken mirrors, vacuum cleaner bags, street sweeping dirt, carpeting pieces, diapers, cigarette butts, miscellaneous waste

(Source: <http://www.howtogermaany.com/pages/recycling.html> )





## Telecommunications

When you arrive in a new country, getting connected by Internet, telephone and mobile is a high priority. Staying in touch with your family, friends and other loved ones will help you adjust to your new environment and to have a positive experience of migration.

### Telephone

In Germany, you can choose from a huge selection of landline phone operators. Phone calls are charged per minute, including even local calls (das Ortsgespräch). Rates vary considerably, depending on time of day and distance.

There are also package deals that encompass a landline phone service and Internet access. Many of these deals charge a flat rate for phone calls.

You can purchase a landline phone in electrical goods stores or in some supermarkets but before doing so, check what kind of phone line you have in your place. For instance, an ISDN line will need an ISDN phone.

A cheap way of making international calls is to use the Internet. If you want to use a regular landline phone, you can take advantage of the services of specialized phone operators.

#### How to call

- To call a local number within your own area, dial the number only
- To call to another area, dial the respective area code first. When calling from within Germany, you have to dial “0” followed by the area code (i.e. 089 for Munich). Area codes and phone numbers in Germany are variable length: the bigger the city, the shorter the area code, so that 089 is Munich, but 07252 will be a smaller town. A list of area calls can be found in any phone directory
- To call from abroad to a number in Germany, dial your international access number (usually 00), followed by the country code of Germany and then the area code without the 0 (i.e. 0049-89 for Munich)
- To call abroad, dial 00 before the country code

(Source: <http://www.justlanded.com/english/Germany/Germany-Guide/Telephone-Internet/Calling>)

**Tip:** When calling, don’t expect an immediate greeting from the other end of the line. Instead, Germans typically identify themselves and say their last name when picking up the phone.

### Important phone numbers

**Emergencies:**

110 - Police emergency

112 - Fire or ambulance emergency

**Phone enquiries:**

11833 - National directory enquiries

11834 - International directory enquiries

11837 - Enquiries in English

**Operators:**

0180 200 10 33 - Manual connections by the operator

**Other numbers:**

0800 33 01 000 - Deutsche Telekom product line

0800 33 02 000 - Deutsche Telekom line for faults

(Source: <http://www.justlanded.com/english/Germany/Germany-Guide/Telephone-Internet/Information>)

## Mobile phones

Mobile phones in Germany are usually called Handys. There are four main service providers in Germany:

- T-Mobil (D1, [www.t-mobile.de](http://www.t-mobile.de))
- Vodafone (D2, [www.vodafone.de](http://www.vodafone.de))
- E-Plus ( [www.eplus.de](http://www.eplus.de))
- O2 ( [www.o2online.de](http://www.o2online.de))

Germany operates on a GSM network. If you plan to bring your phone from your origin country, make sure it is GSM-based. If your GSM phone is not locked, you just need to buy a new SIM card to be able to use it in Germany.

## Internet

It is possible to access the free public WiFi in a number of libraries, bookstores and coffee shops in Germany. There are also plenty of Internet cafes in cities and towns across the land.

Getting connected to the Internet is easy given the wide range of Internet Service Providers (ISPs) in the German market. You may opt to choose among the following: dial-up, ISDN, DSL and cable.

Rates vary significantly depending on connection speed, services obtained, duration of the contract and location. DSL is the prevalent connection technology in Germany, but other technologies may offer lower prices or better availability and speed.

### What to consider when choosing an ISP?

What is the connection speed?

- How much will it cost?
- Does this include a flat rate for phone calls as well? Which calls are not covered by this flat rate?
- Is the WiFi router included in the contract?
- Do you have to pay an extra installation/activation fee?
- What is the minimum term of the contract?
- How about English documentation and English-speaking tech support?

(Source: <http://www.internations.org/germany-expats/guide/16032-media-communication/the-internet-in-germany-16016>)

## Tips

Be wary of low prices advertised by some telephone and Internet service providers as they may only be available with a long-term contract of at least two years.

To find hotspots in Germany visit: [http://www.hotspot.de/content/hs\\_finden.html](http://www.hotspot.de/content/hs_finden.html) (in German).



## Social Security and Health Care

Germany is known for its quality health care services and robust social security system. As a worker paying social security payments in the country, you are protected against occupational accidents, illness and unemployment, and will receive a pension when you grow old.

### Five branches of the German social security system

- 1) Statutory health or sickness insurance (Gesetzliche Krankenversicherung) pays the fees of the doctor, medication and therapy.
- 2) Statutory long-term care insurance grants benefits long-term care. This is usually applicable to people in old age.
- 3) Statutory pension insurance (Gesetzliche Rentenversicherung) pays employees a pension once they have retired. Basically, the amount of pension you receive depends first and foremost on your income and the number of years you have worked in Germany.

- 4) Statutory accident insurance (Gesetzliche Unfallversicherung) covers the costs of medical treatment and occupational rehabilitation after an accident at work, or in the case of an occupational illness.
- 5) Statutory unemployment insurance (Gesetzliche Arbeitslosenversicherung) provides the unemployed with income for a certain period of time if, as a general rule, they have been insured for at least one year during the last two years and are in search of a new job.

## Health insurance (Krankenversicherung)

There are two main health insurance systems: the Gesetzliche Krankenversicherung (public health insurance) and the private Krankenversicherung (private medical care).

Membership in the public health insurance scheme is mandatory if your gross salary is less than €53,550 per year, or €4,463 per month in 2014. The government health insurance scheme is administered by non-profit associations called Krankenkassen. These government health fund providers all charge the same basic rate of 15.5 per cent of your eligible gross salary to a maximum monthly income of €4,050 (2014 figures). If you earn more than this, you do not pay a higher insurance premium.

You can opt for private health insurance if your income is above a certain threshold, or if you are self-employed. Generally, private health plans cover a wider choice of medical and dental treatments. There are also private insurance providers that allow you to tailor your insurance to meet your needs.

The difference between mandatory national insurance and private insurance are as follows:

A big difference between the public and private health insurance systems is the way premiums are set. In the former the premiums are based on your salary, while with private insurance premiums are based on your age at entry, gender and pre-existing conditions.

### Health insurance card

When you become a member of a statutory health insurance, you will receive an electronic health insurance card. This should be presented whenever you visit your physician, apply for benefits or seek reimbursement. The card is also valid in all the EU countries, as well as in Norway, Switzerland, Iceland and Liechtenstein.

#### Some of the benefits of Statutory Health Insurance

- Medical and dental treatment, with free choice of doctors and dentists
- Hospital treatment
- Drugs, dressings, complementary treatment, and aids such as hearing aids and wheelchairs
- Sickness benefit (Krankengeld)
- Measures for the prevention and early detection of certain diseases
- Preventive dentistry and in particular individual and group prophylactic measures
- Preventive inoculations, excluding inoculations for non-work-related foreign travel
- Orthodontic treatment, normally only up to the age of 18
- Medically necessary dentures and crowns

(Source: <http://www.justlanded.com/english/Germany/Germany-Guide/Health/Health-insurance>)



Take note that health benefits may change. Please visit <http://www.bmg.bund.de> for up-to-date information on statutory health insurance benefits.

### **Taking your pension benefits back home with you**

You may be entitled to a pension if you meet the necessary requirements. If this is the case, you can submit your request to the German embassy or a consulate, where the information can be authenticated directly. The request will then be forwarded to Germany for approval and processing.

Further details are available from the German state pension fund: ([www.deutsche-rentenversicherung.de/Allgemein/en/Navigation/englisch\\_index\\_node.html](http://www.deutsche-rentenversicherung.de/Allgemein/en/Navigation/englisch_index_node.html)).



## German language

As a health professional in Germany, you are expected to have a minimum level of German proficiency. Being able to express yourself and understand instructions are critical in the delivery of health services. For instance, nurses from the Philippines are required to have completed at least the B1 level as defined by the Common European Framework of Reference for Languages (CEFR).

Learning another language is always a challenging endeavor. There are no shortcuts to speaking and writing fluently. Below are some tips to improve your German while in Germany:

- Expose yourself to German by reading newspapers and magazines, watching television shows and films and listening to the radio. The more you are exposed to German the faster you will learn
- Get as much personal contact with people as possible. Chat with German colleagues, neighbours, friends, taxi drivers, shopkeepers, etc. The more you listen and watch, the quicker you will find yourself picking up words and phrases
- Invest in a German dictionary

- Take a German language course
- Consider taking private one-on-one classes if you have the money to spare. Rates usually start at €15/hour
- Try to register in “language exchange” (Sprachaustausch, Tandem) programmes where foreigners are paired with a German person who is interested in learning a particular language. Some universities and language schools usually offer such programmes.
- Practice, practice, practice!



## Banking and finances

Germany uses the euro as its currency. Payments like in many countries are done with cash or cash cards. Credit cards can only be used in certain places.

There is a large number of banks and Sparkassen (savings banks) in Germany that offer a wide range of banking, investment and other financial services. Almost all banks provide online banking facilities and there are also a number of pure online banks like Comdirect ([www.comdirect.de](http://www.comdirect.de)) and Consors ([www.cortalconsors.de](http://www.cortalconsors.de)). Opening times vary but most banks are open weekdays from 9 a.m. to 4 p.m. Services, prices and conditions may vary significantly, so it is best to do your research and compare when choosing a bank.

Alternatively you can also choose to open a Postbank account to handle your finances. This option is cheaper compared to using other banks. You can find Postbank counters at all post offices (Deutsche Post).

### Opening a bank account

In order to receive your wages or pay certain bills like rent, you will need to open an account with a bank.

Once you have opened an account the bank will issue you an EC Card. You can use this card to get cash from the automatic teller machines (Geldautomat) and make payments at supermarkets, gas stations, ticket offices, and other stores.

To open an account you will be asked to submit the following:

- Passport
- Certificate of residency
- Proof of earnings or pay statement from the employer (depending on the type of account)
- Work permit (for some banks)

### International money transfers

Bank transfers in Germany are usually quite fast and straightforward, but this is not always the case with international transfers. Transfers to and from Germany can take weeks, especially between non-affiliated banks. You might want to consider some of the following alternative transfer methods:

- **SWIFT transfers:** A SWIFT (Society of Worldwide Interbank Financial Telecommunication) transfer normally completes in a few hours and the funds should be available within 24 hours. It is considered as one of the safest and fastest methods of transferring money
- **Bank drafts:** Bank drafts or cashier's checks should be sent only by registered post, since there is no way to stop payment if it is stolen or lost
- **Money transfer agencies:** This way of transferring money takes only a few minutes but the costs are very steep: about 7

per cent to 10 per cent of the amount sent. You simply bring the money to the transfer agency and specify the office in the destination country where the person you are sending it to will pick it up. The recipient of the money will be required to show identification to the office you named

Transfer costs vary in terms of commission, exchange rates and transfer charges. Take into consideration your needs when choosing a mode of transfer.

## **Credit cards**

Germany is unusual in that it has a relatively low level of credit card usage compared to other European countries, with many people preferring to pay in cash. As elsewhere, the most common cards in Germany are Eurocard/Mastercard and Visa, however credit cards are not accepted everywhere. Check a shop's door for a sticker showing which credit cards are accepted or ask. If you have a PIN for your credit card, you can use it to withdraw money from ATMs, but watch out for the charges as these can be high.

## **Some useful links related to banking and finance in Germany:**

### *Information on banking in Germany*

<http://www.howtogermaany.com/pages/financial.html>

<http://www.make-it-in-germany.com/en/living/guide-to-living-in-germany/money-and-banking/>

### *Top banks in Germany*

<http://www.relbanks.com/europe/germany>

### *Currency converter*

<http://www.oanda.com/currency/converter/>

<http://www.xe.com/currencyconverter/>

<http://www.reuters.com/finance/currencies>



## Cultural Adaptation

### Culture shock

Culture shock is the reaction one faces when confronted with a new cultural environment.

There are four states of culture shock:

#### *Euphoria:*

This is the initial state of culture shock, which tends to blend in with the highs of planning a trip and starting off on an adventure. Like a new love, we tend to overlook some of the host country's shortcomings and delight in all the new pleasures of being abroad. Enjoy this initial state but prepare for a come down.

#### *Anxiety:*

A growing amount of anxiety can develop during which the traveller may feel helpless. The difficulties of living abroad, such as language barriers, absence of social cues and familiar geographic references can come to the surface. This can develop into frustration, anger and sleeplessness. Not knowing where and when to cross the street or even how to find your way back to the market can result in discomfort.

### *Rejection of the new culture:*

This is where that once quaint three-hour walk becomes an unbearable nuisance. You find yourself thinking in terms of things being “wrong” and “backwards”. Travelers at this stage commonly start to withdraw themselves from the local community, preferring to surround themselves with other foreigners. Beware the 3 a.m. impulse to suddenly call a family member or friend back home.

### *Adjustment:*

With a bit of luck and advanced preparation, one enters the adjusted stage. At this point you can recognize some of the perceived shortcomings of your host culture without rejecting everything. The three-hour walk becomes just that; a necessary inconvenience.

Below are some tips in preparing for culture shock:

### **How to prepare for culture shock:**

The first step in preparing for culture shock is just knowing what it is. While travelling, remember to look for signs (sleeplessness, frustration, anger, anxiety) and take it seriously.

Know your destination country as much as possible. Familiarize yourself with German customs and cultural trends. The more familiar you are with the host country, the less strange or shocking it will appear.

Keep an open mind. You will encounter customs or practices different from what you have been used to in your origin country. Do not be quick in making judgments. It is also useful to develop a cultural curiosity.



## German customs and traditions

- Careful planning in one's personal life and business is highly regarded in German culture. Germans are known for being structured and orderly
- A quick, firm handshake is the traditional greeting
- At a business or social meeting, shake hands with everyone present when arriving and leaving
- Punctuality is taken extremely seriously. If you expect to be delayed, telephone immediately and offer an explanation. It is extremely rude to cancel a meeting at the last minute
- Always be punctual. If you are invited to a German's home, arrive on time
- If you are invited to someone's home, bring a gift such as chocolates or flowers for the host
- Don't just bring along other people when you're the only one invited. Unlike in India or in the Philippines invitations in Germany are usually meant only to the one invited. If you are planning to bring somebody to a party or a social gathering, always ask the host's permission first. Visits are also announced or agreed to in advance
- Expect skin adjustment problems during your first years. The changing of seasons can be tough for skins of Indians and Filipinos who are used to a tropical climate. Dandruff and very dry skin are common complaints of Filipino newcomers in Germany, especially during the cold winter season

- It is imperative that common areas such as sidewalks, pavements, corridors (in apartments), and steps be kept clean at all times. Do not litter!
- “Guten Appetit” is said before eating and means “enjoy your meal”. It is the host’s way of saying “please start”. Guests can respond by saying “Guten Appetit” or “Danke ebenfalls”, which means, “thank you”
- The most common toast with wine is “Zum Wohl”! (“good health”). The most common toast with beer is “Prost”!
- Appointments are mandatory and should be made one to two weeks in advance
- Meetings adhere to strict agendas, including starting and ending times
- Being well and correctly dressed is very important. Casual or sloppy attire is frowned upon
- Compliment carefully and sparingly -- it may embarrass rather than please



## Working in the German Health Sector

### Applying for a job

There are various ways you can look for a job in the German health sector.

**Federal Employment Agency (BA):** You can use the BA's JOBBÖRSE that serves as Germany's biggest job portal. It can be accessed at <http://jobboerse.arbeitsagentur.de>. A list of health-care related job listings are also easily accessible at the BA's "Make it in Germany" portal <http://www.make-it-in-germany.com/en/making-it/job-listings/>.

**International Placement Service (ZAV):** You can find out more at [www.zav.de](http://www.zav.de). Or, if you would like some personal advice, phone 0049 (0)228 713-1313, or send an Email to: [make-it-in-germany@arbeitsagentur.de](mailto:make-it-in-germany@arbeitsagentur.de)

**Other German websites:** Some companies also advertise their vacancies on other websites aside from BA and ZAV. There are also a number of companies that post vacancies on their own websites.

**Job portals in the home country:** There are various Filipino and Indian websites and job portals that post job offers in Germany. Be aware that you still need to verify the validity of these job offers.

For Filipino health workers, you can check for existing job orders/announcements in Germany at [www.poea.gov.ph](http://www.poea.gov.ph). In India, you can get in touch with the Ministry of Overseas Indian Affairs ([www.moia.gov.in](http://www.moia.gov.in)) for validation of job offers.

## Visa

You need to apply for your visa in your home country before travelling to Germany. Applications should be submitted to the embassy or consulate general. Remember that it is important to enter Germany with a visa that accurately represents the purpose of your stay.

Details regarding the visa application process may vary according to the country of origin. Please contact your local German Embassy to check the exact requirements.

## Work permit

Applications for work permits are usually done together with the visa in your home country. After filing your application, the German diplomatic mission will contact the immigration department (Ausländerbehörde) in Germany, which in turn will forward the matter to the Federal Employment Agency.

## Contract of employment

In Germany, all employees must have a written contract of employment. This applies to all types of employment, both permanent and temporary appointments.

The employment contract describes the rights and duties of both employees and employers. It should at least provide the following information:

- **Name and address:** Yours and that of the employer
- **Date on which the contract starts:** The date of commencement of employment
- **Term of contract:** When does your contract end? The term of the contract must be agreed in writing, otherwise it is considered to be valid for an undetermined period of time
- **Trial period:** This is the period during which you or your employer can terminate the contract relatively quickly. How long does the trial period last?
- **Place of work:** Where will you be working? If there is no permanent or main workplace, the contract of employment shall state that the employee works at different locations, and shall state the business address or, if appropriate, the home address of the employer
- **Job description:** What tasks are expected from you? The contract should provide a description of the work, the employee's title, post or category of work
- **Remuneration:** How much will you be paid for your work? Will the employer pay you supplements or bonuses? When do you get your pay? (e.g. at the end or beginning of the month?) Note: the work contract usually states the gross remuneration. From this, you still need to deduct for tax and social contributions

- **Working hours:** This includes the duration and disposition of the agreed daily and weekly working hours. How many hours a week are you expected to work?
- **Holidays:** How much leave are you entitled to per year? What are the rules for the fixing of dates for holidays?
- **Collective agreements and works agreements:** In certain sectors, such as health care, employer associations and trades unions have reached collective agreements. These agreements may regulate matters of remuneration, bonuses or holidays and may also be stated in your work contract.

(Source: <http://www.make-it-in-germany.com/en/working/guide-to-working-in-germany/work-contract/#what-you-should-find-in-a-work-contract>)

## **The Triple Win Agreement: recruitment of Filipino health workers to Germany**

Recruitment of Filipino nurses is being undertaken under the bilateral agreement between the Philippines Overseas Employment Agency (POEA) and the German Federal Employment Agency (BA/ZAV).

All job placement and recruitment of Filipino health professionals as specified in the bilateral labour agreement shall only be carried out by the BA through the ZAV.

The BA/ZAV, in cooperation with the POEA, is responsible for the selection process of nurses, as well as for the placement of nurses to German employers and the approval of working conditions.

All applications must be submitted to the Counter Triple Win, Employment Branch, Manpower Registry Division, Ground Floor,

POEA, Blas F. Ople Building, Ortigas Avenue corner EDSA, Mandaluyong City. Double check your documents as incomplete applications will not be considered.

Representatives of the BA/ZAV will be conducting interviews with short-listed candidates. Preferably, the interview will be in the German language.

Accepted applicants will have to undergo week-long training, to be provided by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ).

Aside from providing the aforementioned orientation, the GIZ is also responsible in assisting the nurses in securing their visas, and will also serve as a focal point during the first integration phase in Germany.

Applicants can directly get in touch with the POEA for more information about the recruitment/application process via email at [triplewin.poea@yahoo.com](mailto:triplewin.poea@yahoo.com).

In case of a breach of contractual obligations, the Foreign Employer Guarantee Fund (FEGF) was set up to ensure that claims are met. You can find more information about the Triple Win initiative at the POEA website ([www.poea.gov.ph](http://www.poea.gov.ph)). The copy of the bilateral agreement between the Philippines and Germany concerning the recruitment of Filipino health workers to Germany can be downloaded here: [http://www.poea.gov.ph/docs/Agreement\\_Ph\\_Germany%20Nurses.pdf](http://www.poea.gov.ph/docs/Agreement_Ph_Germany%20Nurses.pdf).

## Standard bilingual labour employment contract for Filipino workers bound for Germany

ARBEITSVERTRAG für philippinische Arbeitnehmer EMPLOYMENT CONTRACT for Filipino Workers	
<p>Im Arbeitsvertrag ist der <b>BRUTTOLOHN</b> angegeben. Dieser Lohn wird nicht in voller Höhe ausgezahlt, da auf Grund der deutschen Gesetze Steuern und Beiträge zur Sozialversicherung abgezogen werden.</p> <p>The employment contract specifies the <b>GROSS WAGE</b>. This wage will not be paid out in full, as it is subject to taxes and social insurance contributions as required by German legislation.</p>	
<p style="text-align: center;"><b>Arbeitsvertrag</b> Employment Contract</p>	
<p>folgender Arbeitsvertrag wird vereinbart: The following employment contract is agreed</p>	
<p>Zwischen dem Arbeitgeber between the employer</p>	
<p>mit Sitz in based in</p>	
<p>vertreten durch represented by</p>	
<p>und dem Arbeitnehmer and the employee</p>	
<p>geboren am date of birth</p>	
<p>wohnhaf in resident in</p>	
<p>Familienstand: Marital status</p>	
<p>Nicht verheiratet / verheiratet not married / married</p>	
<p>Der Arbeitgeber verpflichtet sich, den Arbeitnehmer The employer undertakes to engage the employee</p>	
<p>als as a</p>	
<p>(Bezeichnung der Tätigkeit) (Designation of activity)</p>	
<p>in in</p>	
<p>(Ort der Beschäftigung) (Place of employment)</p>	
<p>vom from</p>	
<p>frühestens vom Tage des Eintreffens des Arbeitnehmers am Beschäftigungsort ab from the day of the employee's arrival at his place of work (at the earliest)</p>	
<p>bis zum up to</p>	
<p>zu beschäftigen.</p>	
<p>Der Arbeitnehmer verpflichtet sich, während der genannten Zeit bei dem Arbeitgeber eine Tätigkeit dieser Art auszuüben. The employee undertakes to perform this type of activity during the period stipulated.</p>	
<p>Arbeitgeber und Arbeitnehmer werden das nach dem deutschen Krankenpflegegesetz erforderliche Anerkennungsverfahren zur Führung der Berufsbezeichnung „Gesundheits- und Krankenpfleger“ betreiben. Employer and employee will operate the approval procedure for the entitlement of the occupational title "Health and Nursing Carer".</p>	



## II

Der Arbeitnehmer erhält hinsichtlich des Arbeitsentgelts, der sonstigen Arbeitsbedingungen und des Arbeitsschutzes keinesfalls eine ungünstigere Behandlung als die vergleichbaren deutschen Arbeitnehmer des Betriebes.

With regard to remuneration, the other working conditions and occupational safety, the employee shall under no circumstances receive less favourable treatment than the comparable German employees at the place of work.

## III

Im Einzelnen finden die Bestimmungen des Tarifvertrages

In particular, the provisions of the collective agreement

zwischen  
between

und  
and

vom  
dated

oder des neuen Tarifvertrages, der etwa an die Stelle des früheren Tarifvertrages treten wird, Anwendung.  
or any new collective agreement superseding an earlier version, shall apply.

Der Arbeitnehmer erhält für seine Arbeit denselben Lohn wie ein vergleichbarer deutscher Arbeiter des Betriebes.

The employee shall receive the same remuneration for his work as a comparable German employee at the place of work.

Sein Bruttolohn beträgt zurzeit

His gross pay shall currently be \_\_\_\_\_ €

Ferner werden wie bei einem vergleichbaren deutschen Arbeitnehmer des Betriebes vergütet:

In addition, the following additional remunerations shall apply (as for a comparable German employee at the place of work) for:

a)	Überstunden Overtime	je Stunde mit per hour at	_____ €	(Stundenlohn einschl. Zuschlag) (hourly wage incl. supplement)
b)	Nachtarbeit Night work	je Stunde mit per hour at	_____ €	(Stundenlohn einschl. Zuschlag) (hourly wage incl. supplement)
c)	Sonntagsarbeit Sunday working	je Stunde mit per hour at	_____ €	(Stundenlohn einschl. Zuschlag) (hourly wage incl. supplement)
d)	Feiertagsarbeit Public holiday working	je Stunde mit per hour at	_____ €	(Stundenlohn einschl. Zuschlag) (hourly wage incl. supplement)

## IV

Die Arbeitszeit richtet sich nach den für den Betrieb geltenden Bestimmungen.

The working hours shall be in accordance with the provisions applicable at the place of work.

Die regelmäßige Arbeitszeit beträgt zurzeit

The regular working hours are currently

Stunden / wöchentlich  
hours a week

## V

- a) **Der Arbeitgeber stellt von sich aus dem Arbeitnehmer eine von der zuständigen Agentur für Arbeit für angemessen befundene Unterkunft zur Verfügung.**  
On his own initiative, the employer shall provide the employee with accommodation considered suitable by the competent Agentur für Arbeit Office.
- Der Arbeitgeber verpflichtet sich, für eine von der zuständigen Agentur für Arbeit für angemessen befundene Unterkunft des Arbeitnehmers Sorge zu tragen.**  
The employer undertakes to ensure for the employee accommodation considered suitable by the competent Agentur für Arbeit Office.
- b) **Als Unterkunft ist vorgesehen:** ein Einzelzimmer / eine Gemeinschaftsunterkunft  
Accommodation intended: single room / shared accommodation
- mit \_\_\_\_\_ Betten<sup>7</sup>  
with \_\_\_\_\_ beds<sup>7</sup>
- c) **Für die Unterkunft hat der Arbeitnehmer \_\_\_\_\_ €<sup>7</sup> Entgelt zu zahlen.**  
The employee shall pay for accommodation \_\_\_\_\_ €<sup>7</sup>
- Für Heizung / Beleuchtung / Wasser / Bettwäsche / Reinigung usw.**  
For heating / electricity / water / bed linen / cleaning etc.
- hat der Arbeitnehmer wöchentlich / monatlich \_\_\_\_\_ € - zu zahlen, oder kein Entgelt zu zahlen.**  
the employee shall pay a weekly / monthly amount of \_\_\_\_\_ € - or alternatively, these amenities shall be provided free of charge<sup>7</sup>
- d) **Der Arbeitgeber stellt von sich aus dem Arbeitnehmer eine angemessene Verpflegung zur Verfügung, bestehend aus**  
On his own initiative, the employer shall provide the employee with appropriate meals, consisting of
- |           |   |             |   |                         |
|-----------|---|-------------|---|-------------------------|
| Frühstück | / | Mittagessen | / | Abendessen <sup>7</sup> |
| breakfast | / | lunch       | / | dinner <sup>7</sup>     |
- e) **Für die unter d) genannte Verpflegung hat der Arbeitnehmer täglich / monatlich zu zahlen.**  
The employee shall pay a daily/monthly amount for his meals specified in item d).
- f) **Die Verpflegung des Arbeitnehmers ist ihm durch Selbstversorgung auf eigene Kosten überlassen.**  
The employee shall provide for his own meals at his own expense<sup>7</sup>

## VI

**Der Arbeitnehmer hat das Recht auf bezahlten Urlaub nach den geltenden Bestimmungen.**  
The employee is entitled to paid holiday in compliance with the applicable provisions.

**Nach einer ununterbrochenen Beschäftigungsdauer von \_\_\_\_\_**  
Following an uninterrupted work record of \_\_\_\_\_

**Monaten in dem Betrieb des**  
months with this employer,

**Arbeitgebers beträgt der Urlaub \_\_\_\_\_**  
his holiday entitlement shall be \_\_\_\_\_

**Werktage für jeden angefangenen / vollendeten Beschäftigungsmonat.<sup>7</sup>**  
working days for each month of employment started / completed.

## VII

- a) Der Arbeitgeber übernimmt / einschließlich einer Reiseverpflegung von \_\_\_\_\_ / übernimmt nicht <sup>3</sup>  
The employer shall / shall not assume \_\_\_\_\_ € <sup>3</sup>)

die Kosten der Rückreise des Arbeitnehmers von dem Beschäftigungsort bis nach  
the costs of the employee's return journey (including meals while travelling) from his place of employment to

wenn der Arbeitnehmer die Pflichten aus dem Arbeitsvertrag erfüllt hat.  
upon the completion of the employee's obligations in the employment contract.

- b) Wenn der Arbeitsvertrag aus Gründen, die der Arbeitgeber zu vertreten hat, nicht erfüllt werden kann und eine anderweitige  
Vermittlung des Arbeitnehmers für den Rest der Vertragszeit nicht möglich ist, so trägt der Arbeitgeber die Rückreisekosten  
des Arbeitnehmers.

In the event that the employment contract cannot be fulfilled for reasons, for which the employer is responsible, and  
alternative placement of the employee for the remainder of the contractual period is not possible, then the employer shall  
bear the travelling costs for the employee's return home.

## VIII

Für das durch diesen Vertrag begründete Arbeitsverhältnis gilt das deutsche Recht. Ansprüche aus diesem Vertrag können nur  
gegen den Arbeitgeber selbst geltend gemacht werden. Für alle sich aus diesem Vertrag ergebenden Streitigkeiten sind die  
deutschen Gerichte für Arbeitssachen zuständig.

German law shall be applicable to the employment relationship resulting from this contract. Any claims arising from this contract  
shall only be assertable against the employer. German labour law courts shall have jurisdiction in all cases of dispute arising from  
this contract.

Der Arbeitgeber erstattet dem Arbeitnehmer die nachgewiesenen notwendigen Reisekosten zum Beschäftigungsort.  
The employer shall remunerate the employee with the documented necessary travelling expenses to the place of employment.

\_\_\_\_\_  
Ort und Datum  
Place and date

\_\_\_\_\_  
Ort und Datum  
Place and date

\_\_\_\_\_  
Unterschrift des Arbeitgebers  
Signature of employer

\_\_\_\_\_  
Unterschrift des Arbeitnehmers  
Signature of employee

\_\_\_\_\_  
Datum, Unterschrift der ZAV  
Date, signature of ZAV authority

\_\_\_\_\_  
Datum, Unterschrift POEA  
Date, signature of POEA authority

<sup>3</sup> Nichtzutreffendes streichen  
Delete as applicable

### *Requirements for Filipino nurses under the Triple Win Agreement*

Filipino citizen and permanent resident of the Philippines with:

- Bachelor of Science in Nursing (four years professional education (BSN))
- Active Philippine Nursing License
- At least two years of professional experience as a nurse in hospitals, rehabilitation centres and care institutions
- Knowledge of the German language
- Minimum Level B1 in accordance with the Common European Framework of Reference for Languages; or
- Willing to undergo German language training in the Philippines for up to six (6) months (to be paid by the employer)

### *Requirement application documents*

- Cover letter and curriculum vitae with coloured passport size picture (in English and in German, if possible)
- High school diploma (notarized copy)
- Diploma of nursing (notarized copy)
- Board Certificate from the Professional Regulation Commission
- Certificate/s of employment from former employers (notarized copy)

- Certificate of German language skills, if available
- Copy of valid National Bureau of Investigations (NBI) clearance (for Filipinos)
- Copy of valid passport

The employment contract initially is limited to one year, working mainly in the job profile of nursing assistance until the recognition of the foreign qualification. Filipino nurses must secure recognition of foreign qualifications within the first year of employment in order to extend the contract and work as a regular nurse. It is possible to apply for a permanent residence permit in Germany after five years.

### **Recognition of foreign qualifications in the health sector**

Germany has standardized procedures for the assessment and recognition of foreign professional qualifications with the enactment of the Recognition Act. It is the responsibility of the individual federal states to implement the recognition of foreign professional qualifications.

Migrant health professionals can use the information portal called “Recognition in Germany” (<http://www.anerkennung-in-deutschland.de/html/en/>), established by German federal government agencies, to find out which local responsible authority to contact and get the latest information related to the recognition of foreign professional qualifications.

The Federal Office for Migration and Refugees (BAMF) has also set up a hotline to provide information about the Recognition Act and the recognition process. You can reach it at +49 (0) 30 1815-1111, or visit:

<http://www.bamf.de/EN/Startseite/startseite-node.html>.

The recognition process should take no longer than three months, except for complicated cases.

The documents required for the application include the following:

- Tabular overview of training and prior work experience (in German language)
- Proof of identity (identity card or passport)
- Proof of qualification obtained abroad
- Proof of relevant work experience
- Other proof of skills (such as continuing vocational education and training)
- Declaration that no previous application for equivalent assessment under BQFG (Berufsqualifikationsfeststellungsgesetz or Professional Qualifications Assessment Act) has been made
- Applicant's statement of intention to work in Germany (not applicable to citizens of, or residents of the EU/EEA/Switzerland)



## Rights and responsibilities

Labour laws in Germany do not distinguish between German citizens and foreign citizens when it comes to salary and working conditions. Every migrant worker with a valid Residence Permit that allows the foreigner to work has the same rights under the German Employment Law as German citizens. That means that as a foreigner, you are entitled to the same salary and working conditions as a German citizen.

In addition to having rights, migrant workers also have the same obligations as German citizens, and are subject to the same laws and regulations as Norwegians are (e.g. paying taxes).

### Decent working conditions

All migrant workers are entitled to decent working conditions and a safe and healthy working environment.

### Working hours and breaks

Working hours and breaks in Germany are governed by the law or collective agreements. The working week in Germany varies between 38 and 40 hours, depending on the collective agreement.

Normally the working day should not exceed eight hours. Employees are entitled to a break of at least 30 minutes after six hours' work. A rest period of at least 11 hours must be observed after a full working day.

## **Sundays and public holidays**

In Germany, working on Sundays and public holidays is generally prohibited. However, the German law on working hours provides for several exceptions in which working on Sundays and public holidays are permitted (although prior approval by governmental authorities is required in some circumstances).

## **Maternity protection**

Female employees are entitled to full-paid maternity leave (starting no later than six weeks before the expected due date -- depending on the mother's and baby's health situation and the work performed by the woman -- and ending eight weeks after childbirth). Payments to the employee are made partly by the statutory health insurance provider and partly by the employer. Breastfeeding mothers are entitled to special breastfeeding breaks of at least half-an-hour, twice a day, or one hour once a day.

## **Parental leave**

All employees are entitled to a maximum of three years' parental leave per child. During this period the employer is not required to pay the employee. However, the employer may not terminate the employee. Employees have a legal right to work part-time (up to 30 hours per week) during parental leave. After the parental leave has expired, the employer has to offer an adequate working position to the employee.



## Vacation days

German labour and employment law grants a statutory claim for four weeks' vacation (20 working days) per calendar year for employees who work a normal five-day week (i.e., four weeks' vacation). However, it is more common for workers to receive between 25 and 30 vacation days per calendar year, depending on the type of business and seniority.

## Leave

As an employee in Germany you are entitled to various leave rights, such as leave in connection with pregnancy or care related to birth or illness.

## Illness

In case of illness, the employee must go to the doctor and obtain a certificate stating that he/she is unfit to work. His/her employer must have received this certificate no later than on the third day of his illness.

German labour and employment law requires the continuation of full salary payments for a period of six weeks in case of sickness of an employee (under certain circumstances, the employer has to continue payments for up to 12 weeks).

## No discrimination in employment

Discrimination on the basis of political beliefs, membership of a labour organization, sexual orientation, age, gender, race, color, nationality or ethnic origin, religion or other belief, disability, part time employment or employment on a fixed-term contract is strictly

prohibited by German laws. The General Equal Treatment Act provides for the legal framework against discrimination in Germany.

### **Protection against unfair dismissal**

The German employment termination law gives the employee maximum protection against unfair dismissal.

Notice of termination has to be written and signed by the employer. All other forms of notice of termination (e.g. those given orally, by email or fax) are invalid.

### **Right to take legal action**

You have the right to take legal action to ensure compliance with conditions of employment.

Aside from all the rights mentioned, you may benefit from additional benefits and privileges if you are a member of a trade union and covered by a collective agreement.



## Trade Unionism in the Health Sector

### What is a trade union?

Trade unions are membership-based groups or organizations that represent, protect and advance the collective interests of workers.

### What do trade unions do?

- Trade unions speak on behalf of their members
- Trade unions educate their members about their rights and provide them with information and advice about work-related issues
- Trade unions provide members with a range of services including research, training, professional development, insurance, financial services and legal counseling
- Trade unions negotiate or bargain with employers to get better pay and working conditions for members
- Trade unions campaign on important issues that matter for workers such as low pay, discrimination in the workplace, and precarious work

## Why join a trade union?

- You will get support if you have a grievance or a problem at work
- You're better off in a union. Studies show that union members generally receive higher pay, better benefits, and more paid holidays and flexible working hours than non-members
- You will be entitled to additional membership services of the union such as insurance and discounts
- You have more opportunities for trainings to improve your vocational and professional qualifications
- You are safer and more secure in a union. Unionized workplaces have better health and safety practices and fewer accidents
- You will be treated fairly at work. Unions protect members from unfair and discriminatory practices in workplaces
- You will experience a sense of belonging to a group that values and cares for you. People who have a sense of belonging have better physical and mental health, have a greater capacity to manage stress, and tend to live happier lives
- You have the opportunity to support campaigns that promote a more just and equitable society

## Can migrant health workers join trade unions?

All workers including migrant health workers have the basic human right to join and participate in trade union activities.

It is important to join a trade union so that your rights are protected. In Germany, PSI's affiliated trade union, Ver.di, organizes health sector workers. The directory at the end of this booklet provides the list of PSI trade unions in the Philippines, India and Germany. Contact these unions to find out more about your rights as a migrant health worker.

### Ver.di

Ver.di has around 2.3 million members, making it one of the largest independent, individual trade unions in the world. It is affiliated to the PSI ([www.world-psi.org](http://www.world-psi.org)), the global union of public service workers, and its European organization, the European Federation of Public Service Unions ([www.epsu.org](http://www.epsu.org)). Ver.di's membership is composed of public service employees in over 1,000 different trades and professions, including health care.

Ver.di has a powerful position in collective bargaining in many areas and can bring its influence to bear on political decision-making. Ver.di is independent of political parties and governments, and champions social justice, equal opportunities and democracy. It is democratic, so every member has a voice in deciding which objectives are to be pursued.

Not only does Ver.di look after their members at the workplace, members of Ver.di receive help and advice outside their place of work, too. The union provides consultancy, career assistance and training and offers numerous ideas for everyday life and leisure activities. Read more on Ver.di at [www.verdi.de](http://www.verdi.de).



## Safety

The number of crimes in Germany is low and it's a safe country in which to live and travel. It is advisable though to err on the side of caution, so you should still take all the usual practical precautions, such as locking cars and homes, not leaving valuables unattended, keeping an eye out for pickpockets in crowded places, and not taking midnight strolls in city parks.



## Integration

Courses are available for immigrants to help them integrate in Germany smoothly. These courses consist of a language course and an orientation course. By attending these courses, you will learn more about German language, history, culture and legal system.

You can find more information about these courses, the application process and the different course providers at:

<http://www.bamf.de/EN/Willkommen/DeutschLernen/Integrationskurse/integrationskurse-node.html>.



## Return and reintegration

Even as you are preparing to migrate, it is also important to plan your return and reintegration, should you decide to eventually return to your home country. Some useful tips:

- As much as possible, prepare your departure in such a way that you will not lose your skills and experience abroad, but instead enhance them to contribute to the health workforce of the country when you come home. Aim to return to health sector employment if you can. Your home country needs your skills
- Keep in touch with your family and friends as you can. Nowadays, there are various communications and social media technologies that are available and accessible to use
- Watch your spending. It's tempting to celebrate your return with dining out or giving gifts ("pasalubong" for Filipinos), but it's important to stay within your budget and continue to save for the future. Don't spend impulsively upon your return and deplete your savings
- Learn to manage your finances effectively and implement a "forced-savings" programme



- Re-examine future plans, dreams, and expectations as needed
- Upon return to your home country, reintegrate slowly. The process of reintegration can take a number of months as you rebuild your relationship

## Conclusion

Migrating for work is never an easy decision. Information is crucial in order to avoid the pitfalls in migration. Get as much information and support as you need. Contact the PSI unions listed below to get information and to find out more about your rights as a migrant health worker.



## List of Resources

Important links on living and working in German

[www.make-it-in-germany.com](http://www.make-it-in-germany.com)

A web portal run by the Federal Ministry for Economic Affairs and Energy to inform and assist qualified professionals moving to work in Germany

[www.bamf.de](http://www.bamf.de)

A website containing comprehensive information on living and working in Germany for immigrants, maintained by the Federal Office for Migration and Refugees

[www.bluecard-eu.de](http://www.bluecard-eu.de)

Where you can get more information on the EU Blue Card aimed at highly educated immigrants, which grants the right to work and live in Germany

[www.arbeitsagentur.de](http://www.arbeitsagentur.de)

Germany's job portal containing information on accessing the labour market in Germany from the Federal Employment Agency (BA)

[www.anerkennung-in-deutschland.de](http://www.anerkennung-in-deutschland.de)

Primary portal on recognition of foreign qualifications in Germany

[www.howtogermany.com](http://www.howtogermany.com)

A comprehensive online resource for expatriates on living and working in Germany

## Relevant embassies and consulates

### Embassy of the Philippines

Uhlandstraße 97

D-10715 Berlin

Germany

Email: [info@philippine-embassy.de](mailto:info@philippine-embassy.de)

Trunk Line: +49-03-0864-9500

Consular Section: +49-030-8649-5023 / +49-030-8649-5026

Duty Officer Mobile (For Emergencies Only): +49-017-3521-5703

Fax: +49-030873-2551

<http://www.philippine-embassy.de/>

### Embassy of India

Tiergartenstr.17

10785 Berlin

General Contact Numbers

During Office Hours: 9.00 hrs to 17.30 hrs (Monday to Friday)

0049-30-257950

Outside office hours: +49-30-2579 5101/+49-30-2579-5103/+49-30-2579-5104

<http://www.indianembassy.de/>

### Consulate General of India, Hamburg, Germany

Graumannsweg 57, 22087 Hamburg

Tel: +49-4033-8036, +49-4032-4744, +49-4033-0557

Fax: +49-4032-3757

<http://www.cgihamburg.de>

### Consulate General of India

Frankfurt, Germany

Friedrich Ebert Anlage 26

60325 Frankfurt am Main

Tel: +49-69-153-0050

<http://www.cgifrankfurt.de/>

### Consulate General of India

Widenmayerstr. 15

80538 Muenchen

Tel: +49-89 210-2390

Fax: +49-89-210-239-80/70

<http://www.cgimunich.com>



## Relevant government agencies

### Philippines

Agency/Institution	Website	Focus Areas
<b>Philippine Overseas Employment Administration (POEA)</b> EDSA corner Ortigas Avenue, Mandaluyong City, Philippines Tel: +63-2-722-1144; +63-2-722-1155 Email: <a href="mailto:info@poea.gov.ph">info@poea.gov.ph</a>	<a href="http://www.poea.gov.ph">www.poea.gov.ph</a>	OFW recruitment industry regulation, employment facilitation, workers' protection, pre-employment orientation seminars
<b>Bureau of Immigration</b> Magallanes Drive, Intramuros, Manila Tel. +63-2-527-3260 ; +63-2-527-3248	<a href="http://www.immigration.gov.ph/">http://www.immigration.gov.ph/</a>	Anti-trafficking initiatives
<b>Inter-Agency Council Against Trafficking (IACAT)</b> c/o Department of Justice, Padre Faura, Ermita, Manila Tel: +63-2-523-8481 local 216 Fax: +63-2- 526-2748 Action Line: 1343 <a href="mailto:contactus@iacat.net">contactus@iacat.net</a>	<a href="http://www.iacat.net/">http://www.iacat.net/</a>	Anti-trafficking initiatives

Agency/Institution	Website	Focus Areas
<b>National Reintegration Center for OFWs</b> Ground Flr. Blas F. Ople Development Center, cor Solana and Victoria Sts., Intramuros, Manila	<a href="http://www.nrco.dole.gov.ph/">http://www.nrco.dole.gov.ph/</a>	Reintegration programmes and services, information dissemination, counseling, financial planning, values formation
<b>Overseas Workers Welfare Administration (OWWA)</b> 7th St. Cor. F. B. Harrison Pasay City, Philippines Tel: +63-2- 891-7601 to 24 24/7 Operation Center Tel: +62-2-551-6641 Tel: +63-2-551-1560  Text OWWA +63-917-898-6992 Fax: +63-2-551-6651 Email owwa_opcenter247@ yahoo.com	<a href="http://www.owwa.gov.ph">http://www.owwa.gov.ph</a>	Pre-Departure Orientation Seminars, social and welfare services to OFWs, insurance, social work assistance, legal assistance, cultural services, remittance services, repatriation, reintegration
<b>Philippine Health Insurance Corporation (PhilHealth)</b> Citystate Centre, 709 Shaw Blvd., 1603 Pasig City, Philippines Trunkline: +62-2-441-7444 Action Center: +62-2-441-7442	<a href="http://www.philhealth.gov.ph">http://www.philhealth.gov.ph</a>	Health insurance coverage

Agency/Institution	Website	Focus Areas
<b>Social Security System (SSS)</b> SSS Building East Avenue, Diliman Quezon City, Philippines Trunkline: +63-2-920-6401 SSS Call Center: +62-2-920-6446 to 55 IVRS: +62-2-917-7777 SSS Email: <a href="mailto:member_relations@sss.gov.ph">member_relations@sss.gov.ph</a> SSS Facebook: <a href="https://www.facebook.com/SSSPH">https://www.facebook.com/SSSPH</a>	<a href="http://www.sss.gov.ph">http://www.sss.gov.ph</a>	Social security benefits
<b>DFA-Overseas Voting Secretariat (Manila)</b> Hotlines: +63-2-834-4361; +63-2-834-3275; +63-2-833-0914	<a href="http://www.dfa-oavs.gov.ph">www.dfa-oavs.gov.ph</a>	Overseas voter registration and voting
<b>Commission on Elections - Office for Overseas Voting (OFOV)</b> Palacio del Gobernador Bldg., Gen. Luna St., Intramuros, Manila	<a href="http://www.comelec.gov.ph">www.comelec.gov.ph</a>	Overseas voter registration and voting
<b>Commission on Filipinos Overseas</b> Citigold Center, 1345 Pres. Quirino Avenue corner Osmeña Highway (South Superhighway) Manila, Philippines 1007 Tel: +63-2-552-4700, Email: <a href="mailto:info@cfo.gov.ph">info@cfo.gov.ph</a>	<a href="http://www.cfo.gov.ph">www.cfo.gov.ph</a>	Welfare programmes, reintegration, cultural and educational exchanges, diaspora engagement



## India

Agency/Institution	Website	Focus Areas
<b>Ministry of Overseas Indian Affairs</b>	<a href="http://www.moia.gov.in">www.moia.gov.in</a>	Information on all relevant acts, policies, recruitment, pre-departure, schemes, MOUs and BLAs
<b>Protector of Emigrants</b>	<a href="http://www.poeonline.gov.in/">http://www.poeonline.gov.in/</a>	RA registration and status
<b>Passport Authority</b>	<a href="http://passportindia.gov.in/">http://passportindia.gov.in/</a>	Passport and related services
<b>Overseas Workers Resource Centre (OWRC)</b>	<a href="http://www.owrc.in/">http://www.owrc.in/</a>	Information on migration, counseling
<b>Ministry of Labour &amp; Employment</b>	<a href="http://www.labour.nic.in">www.labour.nic.in</a>	Labour and employment policies and updates
<b>Ministry of Health and Family Welfare</b>	<a href="http://www.mohfw.nic.in">www.mohfw.nic.in</a>	Policies and regulations related to health and health personnel, management of HRH, research and information
<b>Overseas Indians</b>	<a href="http://www.overseasindian.in/">http://www.overseasindian.in/</a>	Official e-zine of MOIA containing information about India and its diaspora
<b>The India Centre for Migration (ICM)</b>	<a href="http://icm.net.in/">http://icm.net.in/</a>	Researches on India migration
<b>Overseas Indian Facilitation Centre (OIFC)</b>	<a href="http://www.oifc.in/">http://www.oifc.in/</a>	Information/updates on Indian diaspora

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Agency/Institution	Website	Focus Areas
<b>Norka Roots (Government of Kerala)</b>	<a href="http://www.norkaroots.net">www.norkaroots.net</a>	Information, job search, certificate attestation, counseling, pre-departure, legal support, skill training, grievance redress, research, reintegration
<b>Indian Nursing Council</b>	<a href="http://www.indiannursingcouncil.org">www.indiannursingcouncil.org</a>	Certification, attestations of qualifications, standards, courses, curriculum



## Directory of PSI trade unions

### Germany: ver.di – Vereinte Dienstleistungsgewerkschaft

United Services Union

Paula-Thiede-Ufer 10

10179 Berlin

Telefax +49-30-6956-3141

[www.verdi.de](http://www.verdi.de)

### Philippines:

Public Services Labor Independent Confederation (PSLINK)

No. 15 Clarion Lily Street

St. Dominic Subdivision 1

Congressional Avenue

Quezon City

Philippines

Tel: +63-2-924-4710

Fax: +63-2-924-4710

Email: [pslinkconfederation@gmail.com](mailto:pslinkconfederation@gmail.com)

Website: [www.pslinkconfederation.org](http://www.pslinkconfederation.org)

### Alliance of Filipino Workers (AFW)

Rm. 204-208, V.I.R. Building  
1840-B. E. Rodriguez Sr. Avenue  
Cubao, Quezon City 1109  
Philippines  
Tel: +63-2-723-2787  
Fax: +63-2-410-9737  
Email: [nhea1973@yahoo.com.ph](mailto:nhea1973@yahoo.com.ph)

### Confederation of Independent Unions in the Public Sector (CIU)

Room 300-A N. Dela Merced Bldg.  
West Avenue corner Quezon Avenue  
Quezon City 1103  
Philippines  
Tel: +63-2-374-2035  
Fax: +63-2-374-2035  
Email: [doodz\\_apl@yahoo.com](mailto:doodz_apl@yahoo.com)

### Philippine Government Employees' Association (PGEA)

PGEA Building  
Maharlika and Masaya Streets  
Elliptical Rd., Diliman  
1100 Quezon City  
Philippines  
Tel: +63-2-926-1573  
Fax: +63-2-926-1573  
Email: [eso\\_hdmfpgea@yahoo.com](mailto:eso_hdmfpgea@yahoo.com)

### Alliance of Government Workers in the Water Sector (AGWWAS)

Home of AGWWAS  
#58 Andres Abellana Ext.  
Barangay Guadalupe  
Cebu City 6000  
Philippines  
Mobile: +63-9176403932  
Email: [agwwas.phils@yahoo.com](mailto:agwwas.phils@yahoo.com)

### Manila Water Employees Union (MWEU)

Manila Water Employees Center  
Manila Water Compound, Katipunan Road  
Balara, Quezon City,  
Philippines  
Tel: +63-2-927-2917  
Fax: +63-2-927-2917  
Email: [ed\\_borela@yahoo.com](mailto:ed_borela@yahoo.com)

### Maynilad Water Supervisors Association (MWSA)

MWSS Compound, Katipunan Road  
Balara, Quezon City,  
Philippines  
Tel: +63-2-928-1453  
Fax: +63-2-928-1453  
Email: [rey.fumar@yahoo.com](mailto:rey.fumar@yahoo.com)

### NAPOCOR Employees Consolidated Union (NAPOCOR)

Quezon Avenue  
cor. Agham Road Oilman  
Quezon City, Philippines  
Tel: +63-2-924-5337  
Fax: +63-2-924-4710  
Email: [apeleria@napocor.gov.ph](mailto:apeleria@napocor.gov.ph)

## India:

Public Services International  
Sub-Regional Office for South Asia  
61, I Block, Ground Floor, Sector -10  
Faridabad,  
Haryana 121006  
India  
Email: [kannan.raman@world-psi.org](mailto:kannan.raman@world-psi.org)  
Tel: + 91-12-9226-1175  
Fax: +91-12-9228-6198

**Mumbai Mahanagarpalika Karmachari Mahasangh Municipal Unions' Trust (MMKMMUT)**  
Municipal Unions Trust 52/2455  
Sai Darshan -- Opp. M.I.G. Cricket Club  
Bandra East  
400051 Mumbai  
Maharashtra  
India  
Tel: +91-22-2640-8463  
Fax: +91-22-2262-0057  
Email: [prakash.devdas@yahoo.com](mailto:prakash.devdas@yahoo.com)

**Karnataka State Government Employees' Association (KSGEA)**  
01, Cubban Park  
Bangalore 560 001  
India  
Tel: +91-80-2237-5654  
Fax: +91-80-2235-4784  
Email: [bsprasad1953@gmail.com](mailto:bsprasad1953@gmail.com)

**Tamil Nadu Government Officials Union (TGOU)**

7, Neeli Veerasamy Street  
Triplicane  
Chennai 600 005  
Tamil Nadu  
India  
Tel: +91-44-2844-1732  
Fax: +91-44-4266-3826  
Email: [tngou1924@yahoo.co.in](mailto:tngou1924@yahoo.co.in)

**National Organisation of Government Employees (NOGE)**

B-202, Gautam Labadhi Appts,  
Shivaj Path Tilak Road,  
Dombivali East  
Mumbai – 421201  
India  
Tel: +91-12-9510-5140  
Fax: +91-12-9228-6198  
Email: [noge@airtelmail.in](mailto:noge@airtelmail.in), [jaylbhan@gmail.com](mailto:jaylbhan@gmail.com)

**All India Cantonment Board Employees Federation (AICBEF)**

House No. 738, Sector-15  
Faridabad  
Haryana 121007  
India  
Tel: +91-12-9228-3940  
Fax: +91-12-9228-3940  
Email: [vlanger@hotmail.com](mailto:vlanger@hotmail.com)

**Indian National Municipal and Local Bodies Workers Federation  
(INMLBWF)**

Municipal Corporation of Hyderabad  
North-East Podium, C.C. Complex  
Tank Bund Road  
Hyderabad 500063  
India

Tel: +91-40-2322-1610

Fax: +91-40-2324-9813

Email: [adilshariff\\_2003@yahoo.com](mailto:adilshariff_2003@yahoo.com)

**Hind Mahila Sabha Indian Women Association (HMSIWA)**

House No. 228D-Block  
Panki  
Kanpur 208020  
Uttar Pradesh  
India

Tel: +91-51-2226-2014

Fax: +91-51-2226-2014

Email: [abha\\_hms@yahoo.com](mailto:abha_hms@yahoo.com)





## Professional associations of Filipino health workers

Agency/Institution	Website	Description
<b>The Philippine Dental Association</b> 2012 Ayala Extension corner Kamagong St. Makati City Tel: +62-2-899-6332 / 890-4609 / 897-8091 Email: <a href="mailto:secretariat@pda.ph">secretariat@pda.ph</a>	<a href="http://pda.ph/">http://pda.ph/</a>	
<b>Philippine Nurses Association (PNA)</b> 1663 F.T. Benitez Street, Malate, Manila 1004 Tel: +62-2-536-1888, 521-0937, 400-4430, Fax: +62-2-525-1596	<a href="http://www.pna-ph.org/">http://www.pna-ph.org/</a>	Counseling, Legal advice, Education and training, Policy advocacy
<b>Philippine Medical Association</b> <b>Secretariat:</b> PMA Bldg., North Avenue, Quezon City 1105 Tel: +63-2-929-6366; 929-7361; 926-2447 Fax: +63-2-929-6951	<a href="https://www.philippinemedicalassociation.org/">https://www.philippinemedicalassociation.org/</a>	Membership benefits, Professional development, Policy advocacy

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Agency/Institution	Website	Description
Mobile: Membership Hotline: +62-917-822-1357 Email: <a href="mailto:info@philippinemedicalassociation.org">info@ philippinemedicalassociation. org</a>		



## Indian professional associations and migrants' rights NGOs

Agency/Institution	Contact Information	Focus areas
Trained Nurses Association of India	Florence Nightingale Lane L --17, Green Park Main New Delhi - 110016	Nurses representation, Advocacy and policy engagement with the government
Public Health Foundation of India (PHFI) <a href="http://www.phfi.org/">http://www.phfi.org/</a>	ISID Campus, 4 Institutional Area Vasant Kunj, New Delhi 110 070India	Public health teaching, research and advocacy organization
Swasti -- Health Resource Centre	A -- 36, Ground Floor, Gulmohar Park, New Delhi -- 110049	Research, policy advocacy
V.V. Giri National labour Institute	Room No. 104, 1st Floor, Sector-24, NOIDA, U.P Tel: +91-12-0241-1470, <a href="mailto:directorgeneralvvgnli@gmail.com">directorgeneralvvgnli@ gmail.com</a>	MOLE's research institute. Research on labour and migration issues
Migrant Forum India		Pre-departure information, grievance redress
Society for Labour and Development		Research, policy advocacy



## Directory of migrant Filipino networks in Germany *Baden-Württemberg*

Name of the organization	Name of the responsible official	Address	Contact numbers
Club Mabuhay	Lydia Ganz	Obere Hardt 14, 76467 Bietigheim/ Bd	Tel: +49-07-2458- 1751 Fax: +49-07-2451- 0397
Covenant Family for All Nations	Regie Ocampo	Tapachstrasse 67/7, 70437 Stuttgart	
Deutsch- Philippinischer Kulturverein	Cleofe Guiuan- Brechtel	Christofstrasse 6, 70806 Kornwestheim	
Deutsch- Philippinische Gesellschaft Baden- Württemberg e.V. Stuttgart	Julia Canete-Velasco	Fasanenhofstrasse 71, 70565 Stuttgart	Tel: +49-07-1414- 8814 Fax: +49-71-1414- 8812 +49-51-1874-0850 +49-17-1903-6529 +49-17-0949-2585  Email: DPGBW. Stuttgart@yahoo. de

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Name of the organization	Name of the responsible official	Address	Contact numbers
			Website: DPGBW-Stuttgart.de  Email: DPGBW.Stuttgart@yahoo.de
Deutsch-Philippinischer Kulturverein Freiburg e.V.	Bernward Fritz	Im Gelbstein 21, 79206 Breisach	
Filipino Community Stuttgart e.V.	Leo Bretana	Am Kutschersberg 9, 74235 Erlenbach-Binswangen	Tel: +49-07-1323-7680 Fax: +49-07-1321-5407
Filipino-German Club Karlsruhe	Joyce Peñas-Pilarsky	Carl-Hofer-Strasse 12, 76227 Karlsruhe	Email: <a href="mailto:joycepilarsky@web.de">joycepilarsky@web.de</a>
Kababaihang Rizalista, Inc. (Ladies for Rizal) Wilhelmsfeld-Heidelberg Chapter	Dr. Annie Mendoza-Schwarz	Am Alten E-Werk 18, 64625 Bensheim	Tel: +49-62-5197-0909  Email: <a href="mailto:amen_schwarz@hotmail.com">amen_schwarz@hotmail.com</a>
KAPWA Philippinisch-Deutscher Freundschaftsverein Ortenau e.V.		c/o Ma. Theresa Walter, Willstättestr. 18, 77731 Willstätt-Eckartsweier	Website: <a href="http://www.kapwaev.multiply.com">www.kapwaev.multiply.com</a>  Email: <a href="mailto:kapwa32@yahoo.de">kapwa32@yahoo.de</a>

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Name of the organization	Name of the responsible official	Address	Contact numbers
M & N Entertainment Germany	Nenita Grubert	Postfach 2073, 89010 Ulm	Tel: +49-17-5273-3057
Order of the Knights of Rizal Marquardt-Stuttgart Chapter	Karim-Azar A. Grajo	CMR 480 Box 2542, APO AE 09128 Bahnhofstr. 50/1, 69151 Neckargemünd	Tel: +49-71-1680-5184  Email: <a href="mailto:kssnapoe2@yahoo.com">kssnapoe2@yahoo.com</a> ; <a href="mailto:grajok@eucom.mil">grajok@eucom.mil</a> ; <a href="mailto:kssanapo@yahoo.com">kssanapo@yahoo.com</a>
Order of the Knights of Rizal Wilhelmsfeld-Heidelberg Chapter	Werner H. Filsinger	Zeppelinstrasse	Email: <a href="mailto:Werner.Filsinger@t-online.de">Werner.Filsinger@t-online.de</a>
Philippine American German Association Stuttgart Area (PAGASA)	Pete Marquez	8-10, 71088 Holzgerlingen	Tel: +49-62-0259-2143
Philippine Foundation Rhein-Neckar Kreis	Evelyn Hörner	Gartenstr. 37, 68723 Offerheim	Tel: +49-07-5422-1887
Philippinen Hilfe e.V.	Otmar Holz	Drosteweg 13, 88069 Tettnang	Email: <a href="mailto:Phihi-otl-holz@t-online.de">Phihi-otl-holz@t-online.de</a>
Philippinischer Kulturverein Mannheim	Josephine Ziemann	Suebenstrasse 12, 68239 Mannheim	Tel : +49-62-1484-4382 Fax: +49-62-1484-4383  Email: <a href="mailto:pkv.mannheim@web.de">pkv.mannheim@web.de</a>

Name of the organization	Name of the responsible official	Address	Contact numbers
Philippine Ylang-Ylang e.V.	Chuchi W. Riegel	Feldbergstrasse 19, 75210 Keltern-Elmendingen	Tel: +49-72-3613-0969  Email: <a href="mailto:chuchi@ylang-ylang-ev.de">chuchi@ylang-ylang-ev.de</a>
Sto. Nino Group Rottenburg-Stuttgart	Fred Silacan	Leharstrasse 22, 70195 Stuttgart	
Sunrise e.V.	Gerhard Stetter	Hölderlinweg 9, 89081 Ulm	
Alitaptap Dancing Group	Annie Ansorge	Am Ruhstein 37, 91057 Erlangen/Bückenhof	
Deutschasiatische Gesellschaft	Mercie Ippisch	Gärtnerstr 49, 85368 Moosburg	Tel: +49-09-1315-5120
Deutsch-Philippinische Freundschafts-Gruppe Email: <a href="mailto:sc_schmid@t-online.de">sc_schmid@t-online.de</a>	Salvacion Schmid C.	Lessingstr. 25, 84508 Burgkirchen/Alz	Fax: +49-86-7991-4263
Deutsch Philippinischer Kulturverein	Alvilyn Englisch	Kirchstr 29, 89291 Holzheim	
Deutsch-Philippinischer Freundeskreis e.V. <a href="mailto:schmidg.erlangen@yahoo.de">schmidg.erlangen@yahoo.de</a>	Gerhard Schmid	Gerhart-Hauptmann-Str. 6 91058 Erlangen	Tel: +49-09-1312-6606

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Name of the organization	Name of the responsible official	Address	Contact numbers
Deutsch-Philippinischer Freundeskreis	Cindy Rosenmeier	Josef-Schauer-Strasse 38, 82178 Puchheim	Tel: +49-08-9800-5922
Deutsch-Philippinischer Freundeskreis Mering	Norma Vötter	Hölzstrasse 11, 86415 Mering	
Deutsch-Philippinischer Freundeskreis e.V. Email: cbagasbaslandendorfer@yahoo.com	Connie Bagasbas-Landendorfer	Ziegenburg 3, 95509 Marktchorgast	Tel: +49-92-2790-2569
Deutsch-Philippinischer Kulturverein	Gerhard Abaigar	Borsigstrasse 4, 89250 Senden	
Deutsch-Philippinischer Wohltätigkeitsverein Ansbach e.V.	Simplicia Hassl	Gräffenbuch 30, 91611 Lehrberg	Tel: +49-09-8209-2171 Tel: +49-98-1977-4022
Filipiniana e.V	Velvet Tkocz	Ginhardtstr 21 80639 München	Tel: +49-08-9178-2914
Filipino Group Schweinfurt	Teodora Klopff	Kirchweg 39, 97633 Trappstadt	Tel: +49-97-6579-8649
GPA Allgäu	Corazon Schwärzler	Bürgerhaus Ermingast 87487 Wiggenbach	
GPA Bavaria	Aurea Helbig	Radeckestr 3 81245 München	
GPA Deggendorf	Lirio Miedel	Bremersbach 12 94505 Bernried	



Name of the organization	Name of the responsible official	Address	Contact numbers
GPA Nürnberg	Alicia Weig	Wettersteinstrasse 12, 90471 Nürnberg	Tel: +49-09-1181-9911  Email: <a href="mailto:Weig-Siegfried@t-online.de">Weig-Siegfried@t-online.de</a>
GPA Regensburg	Sylvia Santiago	Borsigstrasse 9, 93073 Neutraubling	Tel: +49-09-4017-9620
Kamalayan	Emma Fabian Est	Finkenstr. 24, 85356 Freising	
Silayan Bavaria e.v.	Jean Schoch	Holunderweg 1, 82256 Fürstenfeldbruck	Tel: +81-4134-9623
Mabuhay Augsburg Verein	Mila Baur	Rothenbergstr. 26, 86316 Friedberg	
PCC e.V.	Michael Weinlich	Friesenstr 6, 90441 Nürnberg	
PEACE	Engelbert Olesch	Leo-Graetz-Str. 9, 81379 München	
Philippine Culture Club e.V. E	Dieter Baumgärtner Ermita Mückner	Bauergasse 3b 90443 Nürnberg	Tel: +49-17-0204-5284; +49-91-1739-9439  Email: <a href="mailto:mitmueck@yahoo.com">mitmueck@yahoo.com</a> ; <a href="mailto:dieter.pcc-triteam@gmx.de">dieter.pcc-triteam@gmx.de</a>

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Name of the organization	Name of the responsible official	Address	Contact numbers
Philippinischer-Deutscher Freundeskreis e.V.	Nicetas Hild	Franz-Schubert-Str 36, 97421 Schweinfurt	Tel: +49-09-2147-1555 Fax: +49-09-2147-1555
Philippine Kulturclub e.V.	Helmut Neubert	Reichenbachstr 11, 90441 Nürnberg	Tel: +49-91-1418-9508 Fax: +49-91-1418-7820
Pinoy-Pinay News	Willie Estanislao	Gartenstr. 1 88131 Lindau	Tel: +49-83-8294-2648 Fax: +49-83-8294-2641
PNG	Jocelyn Schmalhofer	Mater-Rose-Ring 6, 94094 Rotthalmünster	
PUNLA Philippinische Kulturwerkstatt	Nieves Primicias Fängerlings	Ambacher Str. 12, 81476 München	
Samahan Landshut	Adoracion Cacbay-Pöffel	Inkofen 109, 84056 Rottenburg	
Samahan Vilsbiburg Team	Terry Ledesma	Baugartnerstrasse 1, 84137 Vilsbiburg	
Sampaguita Folklore Tanzgruppe e.V.	Armie Kögel	Schloßstr. 14, 87534 Oberstaufen	Tel: +49-83-8696-1203
Bayanihan Magazine	Eden De Leon-Reuer	Michael-Beer-Str.12, 87448 Waltenhofen	

## Berlin

Name of the organization	Name of the responsible official	Address	Contact numbers
Adorers of Holy Trinity	Baby Heinrich	Fontanepromenade 8, 10967 Berlin	Email: <a href="mailto:gloria59@gmx.de">gloria59@gmx.de</a>
Anahaw e.V.	Merlie Lochau	Leibnizstr. 61, 10629 Berlin	Email: <a href="mailto:merlie@lycos.de">merlie@lycos.de</a>
Asian Harmony Chorale	Kevin Orteza	Nassauischestr. 65A 10717 Berlin	
Catholic Women's League	Emilia Brandeis	Brunsbütteler Damm 240, 13581 Berlin	Tel: +49-03-0391-9730  Email: <a href="mailto:emilia_brandeis@yahoo.com">emilia_brandeis@yahoo.com</a>
Charismatic Episcopal Church Deutschland e.V.	Rev. Fr. Dennis Santiago	Berlin: Lesser-Ury-Weg 1, 10557 Berlin, Köln: Wuppertaler Str.30-32 51069 Köln	Tel : +49-30-3903-1611 Fax: +49-30-3903-1613  Email: <a href="mailto:cecberlin@aol.com">cecberlin@aol.com</a>
Church on the Rock	Ptr. Tony Ibarra		Mobile: +49-016-0843-3349  Email: <a href="mailto:info@jfap.org">info@jfap.org</a>
Club Bol-Anon e.V. Filipiniana Dance Group	Veronica Boensch	Egestorffstr. 3 e 12307 Berlin	Tel: +49-030-746-7220 Fax: +49-030-746-7220  Email: <a href="mailto:dancerina@web.de">dancerina@web.de</a>

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Name of the organization	Name of the responsible official	Address	Contact numbers
Couples for Christ - CFC	Detlef Scherler	Meißner Weg 60A 12355 Berlin	Tel: +49-30-7072-9751
Couples for Christ Germany e.V. - Foundation for Family and Life (CFC-FFL)	Ofelia Kusig	Quellweg 57, 13629 Berlin	Tel: +49-03-0382-8520
Family Bible Service	Gloria Lange	Boppstr. 4, 10967 Berlin	Tel: +49-03-0693-1029 Fax: +49-03-0693-1029
Family Group	Jevane Orate	Mohrenstr. 10, 10117 Berlin	Tel: +49-030-3101-5986
Ladies for Rizal-Berlin & Brandenburg	Stella Schnell/or Lourdes Müller	Dorfstr. 19, 15831 Grosseckienitz, Windenweg 57a, 12357 Berlin	Email: stella_pimentel@yahoo.com  lourdes_lareza@yahoo.com
Legion Of Mary / Our Lady of Lourdes / Bible Sharing Group	Salve Vietz	Manteuffelstr. 26, 12103 Berlin	Tel: +49-03-0752-8573
Maharlika e.V. Berlin	Claus Stürznickel	Trelleborger Str. 95, 13189 Berlin	Telefax: +49-30-8061-3131  Email: <a href="mailto:info@maharlikaev.de">info@maharlikaev.de</a>
Manisan Dance Troupe	Josephine Siegert	Krosawerstr. 93, 12305 Berlin	Tel: +49-03-0745-6903

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Name of the organization	Name of the responsible official	Address	Contact numbers
Miss Philippines-Germany and Youth Cultural Group e.V.	Alyss Gronau	Bayerische Str. 17, 10707 Berlin	Tel: +49-03-0873-1725  Email: <a href="mailto:info@ms-philippinesgermany-berlin.org">info@ms-philippinesgermany-berlin.org</a>
Our Lady of the Rosary Manaoag Devotees Berlin	Evelyn Amstutz	Nordbahnstrasse 1-A, 13359 Berlin	Tel: +49-30-4976-8618 Mobile: +49-017-3427-0266 Tel: +49-30-6670-9145
Our Lady of Manaoag Prayer Group	Nida Reichenbach	Berntweg 17 12353 Berlin	Email: <a href="mailto:nida.reichenbach@online.de">nida.reichenbach@online.de</a>
Philippinisch-Deutsch Unternehmervereinigung (PDU)	Dr. Eleonor Frogosa	Scharnweberstr. 130-131 13405 Berlin	Tel: +49-03-0412-5708 Fax: +49-30-4170-0969
Philippine Community Berlin (under the English-speaking Mission of the Diocese of Berlin)	Fr. Simon Boiser, SVD	Bayernalle 28 14052 Berlin	Tel : +49-30-3000-0322  Email: <a href="mailto:simonsvd@gmail.de">simonsvd@gmail.de</a>
Philippine Parish Advisory Council	Marianito Libunao	Marshallstr. 11 14169 Berlin	Tel : +49-30-8609-0680 Mobile: +49-017-4894-2448  Email: <a href="mailto:tossilibunao@gmx.de">tossilibunao@gmx.de</a>

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Name of the organization	Name of the responsible official	Address	Contact numbers
Sacred Heart Guild	Raquel Jahnke	Finsterwalder Str. 34 13435 Berlin	Tel: +49-03-0394-1797
Saint Joseph's Devotees	Rita Schnick	Borussiastr. 29/30 12099 Berlin	Tel: +49-03-0752-2930
Sampaguita	Evelyn Gnefkow	Bellingstr. 22 12249 Berlin	Tel: +49-030-775 4805 Fax: +49-03-0775-4805
Santinig Chorale	Abelardo Galang	Erich-Weinen-Str. 17 10439 Berlin	Tel: +49-030-4467-8442  Email: <a href="mailto:Abelardoll@t-online.de">Abelardoll@t-online.de</a>
Shalom Catholic Community	Max Magtibay	Taylorstr. 13A 14185 Berlin	Tel: +49-030-8100-3884
Sto. Nino Movement / Kaibigan e.V.	Rose Glass	Drakestr. 21G 12205 Berlin	Tel: +49-03-0823-4950  Email: <a href="mailto:sis.rose@sto.nino.de">sis.rose@sto.nino.de</a>
The Migrant	Allan Valdez	Burgemeisterstr. 11 12103 Berlin	Tel : +49-03-0752-6313  Email: <a href="mailto:editor@filipinos-in-berlin.de">editor@filipinos-in-berlin.de</a>
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## Useful links for Indian migrant health workers in Germany

<http://www.munichmela.de>

<http://www.connectingindians.com>





## Working in Germany

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