

WELCOME

A Greeting from The Mayor:

There are an increasing number of people from overseas living in Barañain who use municipal services just like any other citizen. That is why it is necessary to make a Municipal Guide available which explains the resources existing in the town and guides these people in getting to know the town of Barañain more and better. This guide will doubtless help everyone to get to know our town better and to find out about the public resources available. It is important to be aware of the fact that we all have certain rights, but also certain obligations to fulfil, and certain rules of conduct which we should not forget. This guide will provide details to a great extent about the resources existing and their appropriate use, in the knowledge that it will help to guide the immigrant and foreign population better about the any doubts they may have via the Municipal Immigration Forum and the recently-created Municipal Immigration Service. The town hall is the public resource which is closest to citizens and this guide attempts to make people more aware of this resource in our town of Barañain. That is why I ask you to please use it appropriately.

Introduction:

This guide to resources for the immigrant population arose from a proposal put forward by the Barañain Intercultural Forum, designed and put together for all of you who have not been living here for so long in our town, providing you with basic information about the services and resources existing in Barañain which we need to know when we are adapting to an increasingly multicultural culture and society.

The guide has been put together by the Immigration Service of the Town Hall of Barañain with the help of the different areas of the town hall, and has been translated into the languages of those countries which are most representative of the population in our town.

We hope this guide will prove useful to you.

Geographic location:

Barañain is a Navarrese municipality located within the Region of Pamplona, barely 3 kilometres from the regional capital itself.

In the last few decades, Barañain has witnessed a significant increase in the number of people registered as residents to the extent that the figure is now over 22,000, which makes this municipality the third largest in Navarre after Pamplona and Tudela. According to October 2006 census data, Barañain has 22,399 inhabitants.

Town Hall of Barañain:

If you need to register as a resident, you must do so at the town hall. All immigrants, irrespective of their administrative situation, can choose to register. Registration entitles one, among other things, to the health care and education of persons under the age of 16 years.

The immigrant population who is not possession of a permanent residence permit is obliged to re-register every two years; you must do this in person at the town hall when you receive the relevant letter of advice, with your Alien Residence Permit or passport.

Contact:

- Town hall Plaza Consistorial, s/n
 Contact: 948 28 63 10; info@baranain.com
 Website: www.baranain.com
- Municipal Police: 948 28 63 12
 24 hours: 948 18 10 00

Information Service: telephone 012:

The Town Hall of Barañáin has a local information telephone service number – 012 – via which you may receive information about: formalities, official job announcements, duplicate copies of receipts, registration certificates, specifications of tenders, general information about activities, grants, municipal facilities, registration for cultural, sports and youth events, etc., in addition to arranging appointments for certain services: Telecentre, employment, immigration, etc. This service is provided from 8 to 19h from Mondays to Fridays and from 9:30 to 13:30h on Sundays. The cost of the call is always the same, 0.36 euros, regardless of the time taken for the enquiry. If you call from outside Navarre, you must dial the following number: 948 21 70 12.

Education:

Schooling of minors is compulsory and free of charge up to 16 years of age. Beyond this age, the person decides whether they wish to continue post-compulsory education or access the world of work.

Classification of schools:

- According to their dependency:

- *State schools*, depend entirely on public administration.
- *State-assisted schools*, teaching has been officially approved but these schools depend on religious institutions or societies of a private nature. It is necessary to pay a monthly fee by way of payment for the parent-teacher association, school materials and other things.

- According to the stage of education being received:

- *Nursery* education (from 0 to 3 years of age)
- *Primary* education (from 6 to 12 years of age)
- *Compulsory Secondary* Education (from 12 to 16 years of age)

- According to the linguistic model:

- *Model G*: teaching in Spanish.
- *Model A*: teaching in Spanish with Euskera (the Basque language) as a subject.
- *Model B*: some subjects are studied in Spanish and others in Euskera.
- *Model D*: teaching in Euskera with Spanish as a subject.

Procedure for schooling:

Formalities are carried out once the child is residing here.

The application for admission must be submitted together with the documentation required, at the school first chosen by the family. Three schools may be applied for in order of priority.

Deadlines and requirements for schooling are published in the Official Gazette of Navarre.

The lists of students who have been admitted and rejected are made public at schools, as well as the dates and requirements for formalizing enrolment.

- Ordinary Period: between the months of March and April, to apply for a school place.
- Extraordinary period: the beginning of the month of September.
- Beyond the deadline: if a minor of school age arrives in our country once the school year has already started, there exists a special “beyond deadline” procedure which, as in the above-mentioned cases, will be processed by the school chosen or by the one closest to home. If the school has a place available, the student will be admitted promptly; otherwise, this will be arranged by the local schooling committee or the Schooling Committee of the Department of Education, 848 42 69 77

Schools in Barañáin:

- Municipal Nursery School: school with models D and G. Avda. del Ayuntamiento, s/n – Contact: 948 18 69 50
- Los Sauces State School: nursery and primary education, models G and A. Avda. Central, 1 - Contact: 948 198537 - cp.lossauces@pnte.cfnavarra.es
- Alaitz State School: nursery and primary education, model D. Avda. Central, 3 - Contact: 948 28 60 15 - cp.alaitz@pnte.cfnavarra.es
- Eulza State School: nursery and primary education, models G and A. Avda. Eulza, 54 - Contact: 948 28 60 95 - cp.eulza@pnte.cfnavarra.es
- Colegio Santa Luisa de Marillac: a state-assisted school which provides nursery, primary and secondary education, model G. C/ Pedro Bidagor, 2 - Contact: 948 25 07 85 - marillac@sip2000.es
- Alaitz Secondary School: compulsory secondary education and *bachillerato* (higher secondary education course), model D. Avda. de Pamplona, 18 B – Contact: 948 28 63 19 - ies.baranain@pnte.cfnavarra.es
- Barañáin Secondary School: compulsory secondary education and *bachillerato*, models G and A. Avda. Central, 3 Contact: 948 28 60 16 - ies.alaitz@pnte.cfnavarra.es

Other education services in Barañáin:

There are also two schools-workshops for young people experiencing problems regarding lack of schooling, which form part of the occupational therapy workshops of the Regional Government of Navarre. One teaches woodwork and metalwork and the other automotive-related work.

- Barañáin Occupational Therapy Workshop (IES V. del Camino): teaching in woodwork and metalwork. Polígono industrial nave 2 – Contact: 948 18 12 37 - tp.barana@pnte.cfnavarra.es

- Barañáin Occupational Therapy Workshop (IES Donapea): teaching in the repair of vehicles, panelling and painting. Polígono Industrial 2ª fase nave 10 – 948 18 12 67

Euskera: Barañáin and Navarre's own language.

Euskera has been passed down from generation to generation in Navarre. Moreover, many citizens from Barañáin know Euskera because they learned it at school when they were children (you may consult the variety of education on offer in the section on Education), and at Euskaltegis (schools where Euskera is taught to young people and adults). Without going any further, you have the **IKA Euskaltegi Sahats** in Barañáin at Avda. del Valle nº 2, bajo, telephone: 948 18 83 25.

The town hall is making a major effort via the Municipal Euskera Department to recover our language, although it remains a minority language.

Knowing Euskera too will enable you to get to know our culture better and get closer to it. Have a go! The town hall makes grants available for learning Euskera. Find out from: **Municipal Euskera Service**. Plaza Consistorial s/n. 2º piso. Contact: 948 28 63 09; euskaraz@baranain.com

Health Services:

There are two primary health care centres in Barañáin:

- **Barañáin I Health Care Centre**: Avda Comercial s/n. – Telephone number for appointments: 948198585 / Emergency telephone number: 948198330

- **Barañáin II Health Care Centre**: Caimito de Guayabal Nº 1 – Telephone number for appointments: 948 28 75 40 / Emergency telephone numbers: 948 28 75 29

You are entitled to be allocated a doctor at one of these centres. Allocation depends on the area where you live, although you also have the right to choose the doctor.

Both health care centres have doctors, nurses, a social worker and admissions staff (with whom you arrange appointments).

If you have a health problem, you must request an appointment and will need to have a medical card. If you do not have one, you will be told at the admissions desk how to obtain it.

There is also a **Women's Health Care Centre** in Barañáin (CAM) which attends to gynaecological, birth control and sex education consultations. This centre is located on the ground floor of the Barañáin II Health Care Centre, telephone number for appointments: 948 28 75 40 and emergency telephone number: 948 28 75 29.

Specialist care is available outside health care centres at hospitals and specialist centres. It is necessary to first visit your local G.P. to gain access to these centres.

Emergencies:

*If it is a less serious emergency, call your health care centre.

*If it is a serious emergency, contact the hospital accident and emergency services:

Virgen del Camino (children)

Hospital de Navarra (adults)

*If it is a very serious emergency, call 112

Chemist's:

If the chemist's are closed and you need to buy some type of medicine, call 112 and you may purchase it from an all-night chemist's.

Official medical certificate:

The official medical certificate forms which are often required by administration for the purpose of obtaining residence permits or driving licences, must be purchased from the Medical Association Examination Centre located at C/ Vuelta del Castillo, 11 bajo (beside the Dept. of Transport offices), opening hours: from Mondays to Fridays from 8.30 to 15.00h and from 16.00 to 20.00h and Saturdays from 9.00 to 12.30h.

The form costs 3.50 euros but if the medical examination is carried out at the same centre, the total amount is 20 euros. If only the form is purchased and then the patient subsequently goes to the relevant health care centre, the latter cannot charge for the examination it carries out, but neither is it obliged to carry out the examination. You must show take your passport or Alien Residence Permit (if you have one) and in the case of a minor, he or she must be accompanied by their mother or father together with the relevant documentation. For further information, call 948 26 87 21. No prior appointment is necessary.

Social services:

Address: Plaza de la Paz, s/n

Contact: 948 19 98 70; ssb@baranain.com

Public opening hours: from Mondays to Fridays from 9 to 14h. Interviews with the social worker from Tuesdays to Thursdays by prior appointment.

The Basic Social Service informs, advises and provides guidance to individuals, families and social groups about rights, obligations and resources in terms of social services. It also assesses, informs about and processes the municipality's own grants, resources and social services and/or external ones (Navarrese Institute of Social Welfare, Health, County Council district, etc.) and monitors these.

The structure of the Basic Social Services is divided into two major blocks of programmes:

The *General Programme*, in which all those demands of a financial nature or those pertaining to the area of social services are attended to, whether of the municipality itself or of the Navarrese Institute of Social Welfare.

Specific Programmes, are those which are aimed at population groups which, owing to their characteristics, require specific intervention:

- Preventive plan aimed at childhood and youth.
- Home support programme for the family: family education and Home Care Service.
- Women's health care programme:
 - Legal advice: personalized care and guidance regarding matters of family rights, physical abuse and the filing of claims and regularization of cohabitational unions, etc. Opening hours by prior appointment, on Tuesdays from 9 to 15h.
 - Counselling service for women in cases of physical abuse, traumatic marriage separations, etc. Opening hours by prior appointment, on Wednesdays from 9 to 15h.

- Care for women's groups in danger of exclusion. Advice on conflictive situations. Information and proceedings regarding social resources by prior appointment with the social worker.
- Municipal financial grants: whereby grants to individuals/families (school dining hall, taxi operating on a voucher system) may be distinguished from grants to groups and associations.
- Protected integration into the job market and society...

Women's Area Service:

Address: Plaza de la Paz, s/n

Contact: 948 26 55 58; pio@baranain.com

Women's reception and information point: from Mondays to Thursdays, from 9 to 13h.

The Town Hall of Barañáin has an Equal Opportunities Technician, among whose duties are that of training (training in equal opportunities, etc.) and the social promotion of women in order to achieve equality between men and women. Barañáin has set the 2nd Equal Opportunities Plan in motion which was approved at the municipal plenary session on 29th September 2005, and which is valid for 4 years. Refuge, information about women's matters (awareness-raising campaigns by co-responsibility, against gender-based violence, held on 8th March); co-education (co-education workshops in schools); courses to promote the personal and creative growth of women such as drama, and others such as children's massage, involving parents in responsible parenthood, in addition to household repairs, computer studies and cookery, etc.; resources and services.

Office of Promotion and Development:

Address: Avenida Comercial nº 4.

Contact: 948 19 72 95; aedl@baranain.com

The following services are available at this office:

Telecentre: this service provides free Internet access by prior reservation, by calling 012-Infolocal or in person. It also provides free-of-charge workshops giving basic training in Internet and computers for the population registered as residents in Barañáin. Opening hours: from Mondays to Fridays from 16.00 to 21.00h.

Contact: Management: 948 19 72 95; aedl@baranain.com

Enabler: 948 19 92 48; telecentro@baranain.com

Citizens' Participation: its aim is to consolidate the active participation of citizens in administering municipal life and supporting and encouraging associationism among the population of Barañáin.

Contact: 948 19 72 95; aedl@baranain.com

Immigration: a free-of-charge service administered by the UGT trade union Department of Immigration: the activities involved in this programme focus on three main core areas:

- Giving priority to and carrying out the proposals approved by the Intercultural Forum which was set up in the town in 2004.
- Initial Reception Programme: a free-of-charge service providing information, guidance and advice both to the immigrant and the native population with regard

to the status of foreigners and, above all, issues related to immigration. Opening hours, Tuesdays from 10 to 13:30h by prior appointment via 012 – Infolocal.

- *Dynamization and creation of Barañáin Intercultural Forum*: a platform for participation, dialogue and exchange among between native and immigrant social representatives from the municipality, which may enable needs and demands regarding immigration to be detected, informed about and taken into consideration. This is done by favouring the creation of intercultural spaces that are essential for ensuring peaceful, respectful and enriching coexistence by allowing and favouring meetings between people of different cultures who make up our community, in which all of us may coexist with criteria of equality and mutual respect.

Contact the Immigration Service for any enquiry, doubt or request you may have about the status of foreigners, interculturality and mediation, etc.!

Contact: 948 19 92 49; inmigracion@baranain.com

Employment: free-of-charge service administered by the UGT trade union Integral Employment Centre, which provides guidance and advice in job searching and access to the employment exchange.

Opening hours: Mondays (9 to 13 and 16 to 19h) and Wednesdays and Thursdays (9 to 17h).

Contact: 948 19 85 93; empleo@baranain.com

Yamaguchi Employment Agency (Navarrese Employment Service - SNE)

A free-of-charge service provided by the Regional Government of Navarre for applying for jobs (job application card), training, advice and guidance about work.

Address: C/ Arcadio María Larraona 1-2^a planta. Pamplona (next to Cines Golem)

Contact: 848 42 45 00; epamvado@cfnavarra.es; cdedoupl@cfnavarra.es.

Website: www.empleo.navarra.es

Department of Employment (INEM) Services.

State employment service which administers unemployment benefits, income placement for the unemployed, etc.

Address: C/ Arcadio María Larraona 1-2^a planta. Pamplona (next to Cines Golem)

Contact: 848 42 45 01

Culture:

Within the Municipal Arts Complex located at Calle Comunidad de Navarra, 2 are the following:

- **The Municipal Arts Centre**, which is equipped with an exhibition hall, a hall for groups, a multi-purpose hall and four classrooms for use as cultural workshops programmed each year (Latin dance, pottery, drawing and painting, restoration and drama), in addition to others which are sometimes organized. Different competitions, film seasons and *star seasons* are organized throughout the year, among which special mention should be made of the Puppet Festival.

Contact: 948 18 53 10; cultura@baranain.com

Public opening hours are from Mondays to Fridays, from 9 to 14h; being open from 8 to 21:30; its exhibition hall is open from Mondays to Fridays, from 18:30 to 20:30h.

- The **Barañáin Library**, is on the first floor of the Municipal Arts Centre, is equipped with a children's room, one general reference section and a study area, and also the librarians' office. The library card (this may be obtained free-of-charge from the library by completing a form and submitting two I.D. card or passport-sized photos) is an essential document for obtaining library services: borrowing (books, films, CDs and magazines) and Internet and record library access. In addition, there is the "Storytelling Time" activity, aimed at children from 3 to 5 years of age, and three literary circles.

Contact: 948 28 66 28; biblibar@cfnavarra.es

Website: <http://www.bibliotecaspublicas.es/baranain/index.jsp>

Public opening hours are from Mondays to Fridays from 9 to 21h, with special summer opening times from June to mid-September from 8:30 to 14:30h.

- "**Luis Morondo**" **Music School**, municipally-administered, its philosophy lies in the notion that most children gain access to music as a pastime. It has two music bands, two classical orchestras, one accordion orchestra, two *txistu* (Basque flute) bands, a big band, pop groups, a *schola cantorum* and a children's choir.

Contact: 948 18 53 43

- The **Barañáin Auditorium**, administered by a foundation, is a cultural space with 650-seat capacity, comprising a basement and six floors where both cultural events (cinematographic, theatrical, musical, dance) and courses in different disciplines are offered.

Contact: 948 28 10 38; auditorio@auditoriobaranain.com

Website: www.auditoriobaranain.com

Public opening hours: from 9 to 14h.

Box office hours are: from 18:00 to 20:00h from Mondays to Fridays, except holidays, and two hours before each event. Purchase tickets in advance by calling 012 or 948 21 70 12.

Sports:

Sports in our town are firmly established on a municipal level.

The Town Hall of Barañáin is equipped with numerous sports facilities: sports centre, athletics tracks and the Retegui pelota court, all of which form part of the Lagunak Municipal Service: summer swimming pools, outdoor swimming pool, hydrotherapy area, skating rink, football pitches and tennis courts, etc. Likewise, the variety of sports on offer is also very wide, and different activities are programmed by sports services which operate on a municipal level:

- The municipal sports office
- The Lagunak Municipal Service

There are sports activities for all ages: for children from 5 to 16 years of age (sports schools), for young people, for adults and for retired people.

There are also very varied programmes, given that there are recreational sports, federated sports, local tournaments, courses and sports events, etc. – in short, there are numerous types of sports and diverse programmes on offer.

All sports information as regards sports programmes, activities and the use of facilities may be checked via the sports services in operation:

- **Municipal Sports Office:** Sports centre: Avda Plaza Norte s/n
Telephone: 948 18 69 34

- **Lagunak Municipal Service:** Ronda de Barañáin
Telephone: 948 18 12 33

Magistrates' Court:

The Barañáin Magistrates' Court belongs to the Judicial District of Pamplona. Within it is the Registry Office, which is a registry dependent on the Ministry of Justice and where events regarding marital status are registered. It is divided into four sections: Births and general; Marriages; Deaths; Guardianships and legal representation.

The following are registered free of charge at the Registry Office: births, filiation, the name and address and any changes to these, nationality and place of abode, marriage, death, custody of children, guardianship and any other types of representation provided for in law. Certificates testifying that a person is still alive and regarding marital status are also provided at the request of the entity paying the pension.

Births, marriages and deaths must be recorded at the Registry Office of the place where the aforementioned occur, although a registration transfer may be requested to the Registry Office where the person concerned is registered as a resident.

For further information regarding these or other formalities, please contact the Magistrates' Court from Mondays to Fridays from 9 to 14h, at Avda. Comercial, 2. Contact: 948 27 66 30

Leisure and free time:

Children's play centre:

This is aimed at children from 6 to 12 years of age, where you can find games and toys of different kinds, sizes and for different ages – where children can play, have a good time, do craftwork, parties and workshops, etc. Our opening hours during the school year are from 17 to 19h. On Mondays and Wednesdays, activities are geared towards Basque-speaking people; on Tuesdays and Thursdays Spanish-speakers and on Fridays speakers of both. Public opening hours are. Tuesdays and Thursdays from 16 to 17h, geared towards parents, teachers and professionals, to whom a guidance, advisory, gathering of proposals and suggestions service is provided.

Address: Avda. Comercial, 22 bajo
Contact: 639 571 472

Baragazte:

A socio-educational centre, open from Mondays to Saturdays from 11 to 14h and from 17 to 22h, for young people between the ages of 12 and 30 years and containing the following: the Youth Information Office, different advisory services regarding matters of interest for young people, courses and workshops of different types, a common room and games area, and also the possibility of hiring different rooms (dance, workshop, computers, audiovisual, collections of documents). Back-up is also provided for initiatives taken by any group, association or collective that needs it in order to carry out their own activities.

Address: Plaza del Pueblo Viejo, s/n
Contact: 948 38 59 25; CRJBARA@telefonica.net
Website: www.baragazte.org

Retired persons' club:

The Entrevientos Retired Persons and Pensioners Association administers two retired persons' clubs existing in Barañáin, located at Plaza de la Paz s/n (948 27 90 30) with bar, games room, library and pelota court, and at Plaza Caimito Guayabal s/n (948 18 32 26) with bar, hairdresser's and games room. This association organizes activities throughout the year (excursions, parties, recreational workshops, etc.), thus promoting the social integration and enjoyment of leisure and free time of the elderly population.