



Working in Libya – Frequently asked questions

Visa and travel

Who arranges flights and visas for travel to Libya?

Bell arranges and UK – Libya-UK flights at the beginning and end of the contract. Flights are usually booked on BA direct flights from Heathrow to Tripoli or Afriqiya Airways from Gatwick, although alternative routes may be used if seats are unavailable.

Visas are obtained through the Libyan Embassy in London. Staff are required to submit their passports, passport photos and visa applications forms to the Embassy in person. Staff are currently obtaining 6 month multiple entry visa.

How long will it take to get to Libya?

It takes approximately 4-6 weeks for a teacher to go to Libya from the time of their approval by our partner. Please note that this is an estimate and cannot be guaranteed.

What UK travel costs will Bell cover on departure to / arrival from Libya?

Bell will reimburse staff travel costs from their UK domicile to the departure airport on departure from the UK and on arrival from Libya. Travel costs will be reimbursed up to the value of a second-class train fare. Bell will arrange and pay for a room at an airport hotel on the night before departure. On return to the UK, Bell will also arrange and pay for a hotel room for those members of staff who are unable to complete their homeward journey on the same day.

Why do we need to return to the UK at the end of each block?

This is because a new visa may need to be obtained every six months. Staff need to submit visa application in person at relevant embassy. Visa regulations can be changed and we will inform you of any changes.

Money

How much money will I need to take with me to Libya?

We recommend that staff take with them £250 cash per 10-week block to cover incidental expenditure – internet connections, cigarettes, toiletries etc

Are credit cards readily accepted? Are there cash point machines where money could be withdrawn using a credit card?

Libya is a cash society – there are some ATMs and they are increasing in number.

How much tax will I be paying?

Unless otherwise instructed by the Inland Revenue, Bell will deduct tax and NI contributions. Tax exemption on salary earned abroad from a UK company is given only if the employee is classed as not resident and not ordinarily resident. Whilst Bell can pass on information between the IR and the employee, and can provide all the relevant forms for staff to complete, it is the employee's responsibility to obtain evidence of exemption from the Inland Revenue.

How do I claim back travel and medical expenses?

Bell will provide expenses claim forms for staff to complete before they depart to Libya. Staff must complete and return these forms, along with the relevant receipts, within one month. Expenses will be paid into staff UK bank accounts with their first salary payments.

Teaching

What is the standard working week in Libya? How many contact hours per week?

The standard working week is from Sunday to Thursday, with Friday as the day of rest. Standard hours are from 7.30 to 2.30, with staff contracted to teach 25 hours per week – usually 5 hours per day, 5 days per week. The rest of the day is used for lesson planning, examination marking, materials preparation etc NB Lesson Times may vary.

What is the dress code?

Smart / casual. Long or short-sleeved shirt (with collar – not polo shirt or T-Shirt), smart trousers (not jeans), closed toe shoes (no sandals). Given the climate, staff are not expected to wear suits and ties, although it would be useful to bring a tie and jacket for any formal occasions. The winter months (December – February) can be quite cool – a waterproof jacket and warm clothing are advised.

What equipment / facilities are available?

Each centre is equipped with a photocopier, computer access (NB no always Internet access) and a bank of supplementary materials. Teachers will have shared access to OHP's and video/DVD players

Accommodation

Where will be staying? Will I be expected to share a room?

Exact details on accommodation depend on the location where staff are based. This will be confirmed as soon as possible prior to departure. It is likely that accommodation will be in a hotel in the smaller towns and a shared villa in Tripoli.

Are meals taken at the accommodation?

All meals are taken at the accommodation and will be free of charge. Any meals or drinks taken elsewhere will be at your own expense. Meals tend to consist of a large lunch, with a lighter evening meal. Whilst portions are generous, the diet does not often vary from soup / salad, chicken / lamb, rice. At some accommodation, there

may be basic kitchen facilities. However, it will not be possible for staff to prepare food in their own rooms.

How far will the accommodation be from the workplace? How do we get there?

Again, this depends on the location where staff are based. At some centres, it may be possible to walk to work. If required, transport will be provided between the accommodation and the workplace at the beginning and end of the working day. This will be free of charge.

General

What do I need to bring with me? What can't I bring with me?

It is possible to purchase everyday items at local shops or markets. Basic medicines are available, but again if you require any prescription medicines, you would be advised to take enough stocks to last the duration of your stay in Libya. Making your own entertainment is essential. There are English channels available on TV (CNN, film and sports channels). A supply of reading matter is strongly advised. Kettles are available to buy locally, as are CD-players. As you are aware, Libya is an Islamic country, so you cannot take alcohol, pork products or pornography into the country with you.

Can I bring a laptop? Will I have to pay customs duty?

You can bring a laptop into Libya without paying customs duties. Please note that it will not be possible to connect your laptop to the Internet in your room.

Communications

Phone / fax

It is expensive to call the UK from Libya, although it is possible to purchase phone cards to make Internet telephone calls (Skype), which are relatively cheap. Mobile phones are widely used and you can easily obtain a local SIM card.

Internet

There are Internet cafes at all locations offering cheap and relatively reliable connections. On average, the cost is 1 to 1.5 Dinar per hour (approximately 50 – 75p). It is advised that all staff make sure that they have an Internet email account set up before departure.

Post

Post can be forwarded to Bell head office in the UK and we will forward this via courier once a week – it takes around 10 days for post to reach the centres in Libya from the UK.