A picture containing text, sign, outdoor

Description automatically generated

**ON-ARRIVAL TASKS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Tasks – Immediately on Arrival** | | | |
| **Task** | **Assigned To** | **Completed** | **Comments** |
| Meet at airport |  |  |  |
| Introductions to CSG members |  |  |  |
| Provide home or mobile phone |  |  |  |
| Provide basic safety orientation of new home |  |  |  |
| Provide names, contact details and times of availability of CSG members |  |  |  |
| Provide list of emergency numbers |  |  |  |
| Provide information on 999, nearest hospital and walk-in clinic |  |  |  |
| Provide food staples and/or premade meals |  |  |  |
| Orientation of appliances in new home |  |  |  |
| Provide a small amount of money for unexpected purchases |  |  |  |
| Phone card provided to allow contact with family and friends back home |  |  |  |
| Arrange a time to return to home the following day |  |  |  |
| *Additional Tasks Completed:* |  |  |  |
|  |  |  |  |
|  |  |  |  |

**First Two Weeks Tasks**

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| --- | --- | --- | --- |
| **Required Tasks – With First Two Weeks** | | | |
| **Task** | **Assigned To** | **Completed** | **Comments** |
| Communicate housing conditions/lease arrangement |  |  |  |
| Register for Irish Residence Permit |  |  |  |
| Register for PPS number |  |  |  |
| Apply for HAP |  |  |  |
| Contact local Intreo centre |  |  |  |
| Tend to acute medical needs |  |  |  |
| Neighborhood orientation |  |  |  |
| Expanded home orientation |  |  |  |
| Public transit orientation |  |  |  |
| Register for English classes |  |  |  |
| Register children in school |  |  |  |
| Expanded introduction of CSG members |  |  |  |
| Explanation of group’s roles and responsibilities to newcomers |  |  |  |
| Explanation of newcomer’s responsibilities and rights in Ireland |  |  |  |
| Provide Welcome Pack |  |  |  |
| Financial meeting |  |  |  |
| Open bank account |  |  |  |
| *Additional Tasks Completed:* |  |  |  |
|  |  |  |  |