

**ON-ARRIVAL TASKS**

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| **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:* |       | [ ]  |       |
|       |       | [ ]  |       |