

- Confirm the expected arrival and delivery dates of your Air, Sea (or Road) Shipments.
- Get acquainted with other Canadian families at the mission. They have been through this already and can offer valuable time-saving advice.
- When you have located accommodation, arrange for your services, for example, telephone, electricity, water to be connected.
- Arrange insurance for your possessions.

WHEN YOUR BELONGINGS ARRIVE

- Where language or local customs may cause difficulty, try to arrange for someone knowledgeable from the Mission to be on hand.
- Be available to accept delivery. Your Air Shipment may already have arrived. Find your "Starter Kit" and start putting these items to use. Give the movers plenty of room to operate as well as specific instructions about where to put things.
- Supervise the unloading and unpacking very carefully; check that the number and description of boxes corresponds with the information on the copy of the packing inventory you obtained at your previous residence; note any changes in condition or items missing on the local movers' and your own record. Have the movers take away any unwanted cartons and packing material.
- As you put things away, check them off against your own Inventory of Personal Effects. Note any damages or losses for preparation of a claim. Allow everyone to help but do not try to get everything done at once.
- File your Notice of Intent to Claim properly and in accordance with the prescribed procedures and specified time limits (FSD 15.21/15.22).

SETTLING IN

- Locate a safe place for your documents.
- Arrange for the connection of major appliances; transformers, if required, are supplied by the Mission. Most Missions have appliances which can be supplied on a loan-to-staff basis.
- Arrange for medical and dental services.
- Check local car licensing and registration requirements.
- Follow up on any Loss or Damage Claims.
- Get acquainted with the local people; ask questions; meet your neighbours; explore your neighbourhood; get in touch with local organizations who make special arrangements for newcomers or those whose activities are the same as your own.

4.5 Loss and Damage Claims

When the time comes for the local movers to deliver your shipment to your staff quarters, you are again entitled to reasonable time off with pay in order to supervise the unloading and unpacking. When you are asked to sign for receipt, note any obvious discrepancies or damages and make sure you understand what you are signing. If you do not have the shipment unpacked at the time of signing the