

On a daily basis, the Executive Pool/Heads of Missions Section (APE) is responsible for the interpretation of the guidelines for the determination of the order of precedence at Missions abroad, and for providing information on countries of accreditation.

APE also compiles and publishes *Canadian Representatives Abroad* and coordinates meetings of the Designations Panel.

## 4.4 Settling In

The uncertainties associated with accommodation and receipt of personal effects shipments make it more difficult to adhere to a rigid timetable for getting settled. However, there are some basic things that must be done and you may find that the Checklist that follows is a helpful reminder.

### ARRIVAL CHECKLIST

- Check into your temporary accommodation (or Staff Quarter [SQ] and get some rest.
- Go easy on the eating and drinking until you have adjusted to jet lag and your body has begun to adjust to the changes in climate, diet, altitude, sanitary conditions etc.
- If you are in the Tropics, give your body a chance to adapt; you cannot expect to initially maintain the same pace as you did in Ottawa.
- Introduce yourself and your family to the Head of Mission, your Program Manager and Mission Administrative Officer; get a briefing on some of the things you need to know about settling in comfortably. N.B. Leave the program briefing until later; the Mission Administrative Officer will, in most respects, be prepared to help you during your "settling-in" period.
- Meet with the Community Coordinator, if there is one at your mission.
- Have Mission Administrative Officer send telex to headquarters re notification of arrival in order to begin payment of allowances, and to ensure that all appropriate offices at headquarters are aware of your arrival.
- If you are occupying Crown-held accommodation, go out to the SQ with the Mission Administrative Officer, inspect the premises and its inventory of furnishings. If the Mission has a "pack-up kit" of essential items, you may be able to occupy the SQ almost immediately.
- If you have to find privately-leased accommodation, get some initial suggestions as to where you should start looking and what sort of facilities you can expect to find, as well as your applicable rent ceiling, including any limitation or restrictions which may apply.
- Obtain a good map of the city and surrounding area. Start to explore, using various means of transportation. Make notes about the availability of schools, and commercial, professional and social services.
- Establish banking facilities.
- File Expense Claims.
- Pick up mail that has been forwarded to you.
- For employees with school-age children, check out the suitability of institutions (where required); complete applications or registration procedures; file Education Allowance Proposal if required.