

## MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
27.	Grievance	TB 330-5			ABK	Grievance Booklet	Ad Hoc
28.	Headquarters Payment Voucher	EXT 1369			MFFG	FINEX 65.4	Ad Hoc. See Item 23 h)(xvi)
29.	Holidays Observed at Missions	Letter	DEC 18	JAN 4	AEMP	PA 8.11 FSD 44	Annual
30.	HOM Absence from Country of Accreditation	Telegram			ACBX	PA 4.2D	As required. Copies to Geographic Bureau
31.	HOM Narrative Summary	Telegram	AUG 15	AUG 31	ACBX	HOM Appraisal Procedure	Annual
32.	<u>Hospitality</u>						
	a) Annual Report	Letter	APR 29		AMA	Regs 10	This report need not be exhaustive
	b) Expenses	EXT 904			AMA		See item 23 h)(v)
33.	Hotels - Information	Letter	DEC 18	JAN 1	ABMR	Regs 4	Annual
34.	Identification Label Summary	PPT 336					Not required for NIL report.
35.	<u>Immigration</u>						
	a) Entrepreneur/Investor Monitoring	Telegram	See remarks		JIMO	JID-0307 16 DEC 87	On finalization of application abroad.
	b) Monthly Operational Report	EXT 689	1st working day of month		JIMO	JID-0019 21 JAN 88 JID-0052 25 MAR 88	May be sent by facsimile.
	c) Monthly Operational Report supplements	EXT 689A	1st working day of month		JIMO	JID-0020 22 JAN 88	