

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
A	(g) Oaths and Affirmations						Ad Hoc, on appointment. Retain on employee's file at mission.
B	(h) Pay Lists for Locally-Engaged Canadians		1st working day of every month	5th working day of every month	SBMQ	CD 10/92 1/4/92 LES 4.1.12	Monthly. Attached to EXT 633 (see LES (i)).
B	(i) Salary Deduction Sheet for Locally-Engaged Canadians	EXT 633	1st working day of every month	5th working day of every month	SBMQ	CD 10/92 1/4/92 LES 4.1.12	Monthly. Copy to SPA. Nil report required.
B	Meal Rate Survey				SBMT		Every 3 years, according to SBMT schedule. All missions except in U.S.A.
D	Medical – Travel (HOM authority)	Telegram or Letter			SBMA	FSD 41	Ad Hoc – Copies to HWC Ottawa (for info only).
C	Mission Report	Disk update	NOV 1	NOV 15	SBMH	ABMH call letter – Sept./93	Amendment as required. Incorporating General Education Report. Small missions that have no mission administrative officer or a community coordinator are exempted from completing this report.
	Occupational Health and Safety						
C	(a) Minutes of the Occupational Health and Safety Committee	Letter or Telegram	End of the month		SBEH	NJC Agreements Vol 1 chap 3-20	Monthly.
C	(b) Reports of the Occupational Health and Safety Committee	Form LAB 499	MAR 1		SBEH	NJC Agreement Vol 1 chap. 3-20 sect. 21	Annually.
	Official Languages						
B	(a) Appointment of Officer responsible for the program and Response to Official Language Questionnaire	Letter or Telegram	SEP 16	OCT 1	SPL		Annual. Copy to the geographic branch.

Types of reports:

A = As required reports

C = Reports which small missions are NOT expected to complete

B = Reports which ALL missions must provide on a regular basis

D = Reports to be completed by the Hub