

LARGER MISSIONS

REPORTS NO LONGER REQUIRED FROM ALL MISSIONS*

COMMUNICATION SERVICES EXPENDITURES
MONTHLY TRAFFIC REPORT
HOSPITALITY ANNUAL REPORT
MISSION INITIATIVE FUND
REPORT ON ACCEPTANCE OF TRANSPORTATION
AND ACCOMODATION BENEFITS
HOTELS-INFORMATION
REPORT ON FIRST CLASS TRAVEL
INTERIOR PHOTOS AND FLOOR PLANS
OPERATING REPORT RECAP
OPERATIONAL RECORDS ON VEHICLES
ANNUAL RISK AND THREAT ASSESSMENT
MISSION PERIODIC RETURN

REPORTS TO BE DELETED FROM THE MISSION DIARY AS THEY ARE NOT A MISSION RESPONSIBILITY

CDCS EL INTALLATION REPORT
CDCS EL MAINTENANCE REPORT
BAD RECORD REPORT
ACTING ASSIGNMENT
GRIEVANCES

REPORTS WHICH SHOULD BE SIMPLIFIED AND/OR HAVE THEIR FREQUENCY CHANGED

CONSULAR REPORT
REGISTRATION OF CANADIANS (ROCA)
MONTHLY REGISTER OF PASSPORT SERVICES
MISSIONS PASSPORT/LABEL INVENTORY
FINANCIAL FORECASTS (SMALL MISSION ONLY)
VERIFICATION OF CASH ACCOUNT OR PETTY CASH
MISSION MANAGEMENT PLAN (SMALL MISSIONS ONLY)
LOCALLY-ENGAGED STAFF-SALARY FORECAST (SMALL MISSIONS ONLY)
PRICE INCREASE INFORMATION (SMALL MISSIONS ONLY)
COLLECTION OF SHELTER SHARES
EDUCATION ALLOWANCE CEILINGS AT MISSIONS ABROAD
EDUCATION ALLOWANCE CLAIM-AWAY FROM POST
EDUCATION ALLOWANCE PROPOSAL-AWAY FROM POST
FOREIGN LANGUAGE TRAINING
LES ADMINISTRATION
APPRAISAL REPORTS
COMPENSATION SURVEY
MEAL RATE SURVEY
MISSION REPORT
APPOINTMENT OF OFFICER RESPONSIBLE FOR THE PROGRAM
AND RESPONSE TO OFFICIAL LANGUAGE QUESTIONNAIRE
REPORT ON OFFICIAL LANGUAGE TRAINING
RELOCATION CHECKLIST
HARDSHIP RATING REPORT
CROWN ACCOMMODATION STATEMENT
PRIVATE ACCOMMODATION STATEMENT
APPLICATION FOR DEFICIENCY ADJUSTMENT
LEASES
PHREDS STATEMENTS
WORK OF ART INVENTORY
DISPOSAL FORM FOR MATERIAL ASSETS
DISTRIBUTION ACCOUNTS
ACCIDENT REPORT
REGISTER OF GAS COUPONS
EMERGENCY EVACUATION DRILLS AND STAFF TRAINING
FIRE INSPECTION REPORT
COMBINATIONS-LOCK (SMALL MISSIONS ONLY)
PERSONAL SAFETY CONTINGENCY PLAN

