

# SMALL MISSIONS

ANNEX B

## REPORTS NO LONGER REQUIRED FROM SMALL MISSIONS

COMMUNICATION SERVICES EXPENDITURES  
MONTHLY TRAFFIC REPORT  
HOSPITALITY ANNUAL REPORT  
MISSION INITIATIVE FUND  
REPORT ON ACCEPTANCE OF TRANSPORTATION  
AND ACCOMODATION BENEFITS  
HOTELS-INFORMATION  
INTERIOR PHOTOS AND FLOOR PLANS\*  
REPORT ON FIRST CLASS TRAVEL  
OPERATING REPORT RECAP  
OPERATIONAL RECORDS ON VEHICLES  
ANNUAL RISK AND THREAT ASSESSMENT  
MISSION PERIODIC RETURN  
MISSION REPORT  
CDCS EL QUARTERLY REPORT  
CDCS EL TEST EQUIPMENT REPORT  
CDCS TOOL INVENTORY REPORT  
ASSESSMENT OF HONORARY CONSULS  
ACCOUNTABILITY REPORT  
PASSPORT ISSUE REPORT  
OCCUPATIONAL HEALTH AND SAFETY  
SECURITY MANAGER'S REPORT  
EL TECHNICAL SECURITY EQUIPMENT INVENTORY  
TECHNICAL SECURITY INSPECTION TRIP REPORT  
TECHNICAL SECURITY QUARTERLY REPORTS

\* to be eliminated for small missions without an MAO or a Community Coordinator

## REPORTS WHICH CAN BE TRANSFERRED TO A HUB MISSION

subject to Geographic Branch decision

AUDIT OBSERVATION RESPONSES  
COLLECTION OF SHELTER COSTS  
REMITTANCE STATEMENT  
MONTHLY MISSION FINANCIAL RETURN  
TELEGRAPHIC INPUT DATA  
APPLICATION FOR DEFICIENCY ADJUSTMENT  
LIST OF EMPLOYEES AT MISSION ON APR 1

### GGB

ABUJA  
ADDIS ABABA  
BAMAKO  
CONAKRY  
DAR ES SALAAM  
DUBAI  
JEDDA  
JOHANNESBURG  
KIGALI

KINSHASA  
KUWAIT  
LAGOS  
LIBREVILLE  
LUSAKA  
MAPUTO  
NIAMEY  
OUAGADOUGOU  
YAOUNDE

## LIST OF MISSIONS

### UGB

CINCINNATI  
CLEVELAND  
DAYTON  
EL SIGUNDO  
MIAMI  
PITTSBURG  
PRINCETON  
SAN DIEGO  
SAN FRANCISCO  
SAN JUAN  
SAN JOSE

### IFB

PARIS UNESCO

### RGB

ALMATY  
BERLIN  
BERNE  
COPENHAGEN  
DUBLIN  
DUSSELDORF  
HELSINKI  
LYON  
MILAN  
MUNICH  
RIGA  
ST PETERSBURG  
TALINN  
VATICAN  
VILNIUS  
ZAGREB

### LGB

GEORGETOWN  
HAVANA  
LA PAZ  
MONTERREY  
QUITO  
SANTO DOMINGO  
TEGUCIGALPA  
OAS

### PGB

AUCKLAND  
BOMBAY  
FUKUOKA  
HANOI  
KARACHI  
KATHMANDU  
NAGOYA  
OSAKA  
PHNOM PENH  
SHANGHAI  
SYDNEY  
TAIPEI  
WELLINGTON

\* To be deleted from Mission Diary