

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
<b>Passport</b>							
B	(a) Missions Passport – Label Inventory and Record of Issues	PPT 034 (95-09)	5th working day of month	10th working day of month	JWD	FM 23.12 CI, Vol. 2XI	Generated in electronic format automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWD. Non-SIGNET missions must continue to provide manual reports.
B	(b) Monthly Register of Passport Services	EXT 765	5th working day of month	10th working day of month	JWD	FM 23.12 CI, Vol. 2XI	Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions. Non-SIGNET missions must continue to provide manual reports.
C	(c) Passport Services Report by Passport Number	Printout	As required		JWD		Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWD only.
A	(d) Passport Services Report by Surname	Printout	As required		JWD		Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWD only.
<b>ENVIRONMENT</b>							
C	Mission Environmental Management Plans (MEMP)	E-mail	NOV 1	DEC 15	JEN	CD to be published in Sept. 97	Annex to Circular Document contains reporting template. Objective/target amounts required to demonstrate an accuracy of +/- 5%. Percentage reduction or increase are to reference the established baseline year and amount. Recommend monthly or bi-monthly tracking.
<b>FINANCIAL MANAGEMENT</b>							
Finance							
D	(a) Audit Observation Responses	E-mail		See Notes	SBRM		Ad hoc – 30 days from receipt of EXT 631.

Types of reports: **A** = As required reports  
**C** = Reports that small missions are **NOT** expected to complete

**B** = Reports that **ALL** missions must provide on a regular basis  
**D** = Reports to be completed by the Hub