

MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	d) Passport Issue Report	Printout	5th working day of following month	10th working day of following month	MPD	M.R.P. Implementation Package	For automated missions only
	e) Accountability Report	Printout	5th working day of following month	10th working day of following month	MPD	M.R.P. Implementation Package	For automated missions only
	f) Bad Record Report	Printout	5th working day of following month	10th working day of following month	MPD	M.R.P. Implementation Package	For automated missions only
57.	Petty Cash	EXT 290					See item 23(h)(xii)
58.	<u>Press</u>						
	a) Analysis of Reports	Letter			Prog. Div	PA 3.9	Ad Hoc. Copy to BFE/BCM/BTC
	b) Assistance to Canadian News Media Representatives	Letter or Telegram			BCM/BFC	Letter or Telegram	Ad Hoc. Copy to area div.
	c) Press Report	Telegram	10 working days prior to month's end	1st working day of month	Prog. Div	TEL FIA 16 FEB 25, 77	Monthly - Washington, Paris, London, Brussels, The Hague, Rome, Bonn, Tokyo, Canberra only. Copy BFE, BCM
59.	Price Increase Information						See item 23(d)
60.	Records - Disposal of Obsolete	Letter	APR 21	MAY 1	MIR	CC 39.4 CDs	Annual
61.	Remittance Statement	EXT 20					See item 23(h)(xv)