

6. The List sorts the reports in alphabetical order under the following categories: Consular Affairs, Environment, Financial Management, Personnel, Physical Resources, Records Management and Security. The first column indicates by the letter A, B, C or D the type of reports, their frequency, and who should be preparing them.

7. The List indicates the preparation dates (used to set up the Calendar), as well as the dates on which the reports are due in Ottawa. The period between the two dates should be sufficient to allow for the timely submission of reports, although it depends on the transmission mode used. Where the transit time from a mission is longer than average, the mission must make the necessary adjustments so that the reports reach Ottawa by the due date given in the List of Reports.

8. The List is designed as an aid to compiling reports. Information on format, references, and remarks has been included and should serve to standardize reports and eliminate searching through the manuals to discover the requirement. The absence of any required or relevant information should draw management's attention to the gaps and spur the rectification of the fault. Users noting any such omission are requested to bring it to the attention of SXC Publications and SMP.

9. In most instances only one action addressee has been listed for each report. When other Headquarters' addressees are to receive copies of a particular report to be sent by diplomatic bag, missions need only indicate the departmental symbols for those recipients in the distribution column of the covering letter with the notation "By Ottawa", and the copies and distribution will be made at Headquarters.

10. Information provided in the "References" column of the List is not limited to the manuals within the Departmental Manuals System. Although this column should ultimately include all references useful in the compilation of the report, duplication has been avoided, and where an extensive or complex report is listed, only the primary reference is indicated.

#### **AMENDMENT PROCEDURE**

11. Missions are requested to bring to the attention of the Department (SXC Publications and SMP) suggestions for reports that should be included in the Desk Calendar and suggestions for improving the reporting mechanism. Suggestions for other amendments are to be governed by the principles of the amendment procedure outlined below.