

MISSION DIARY
INTRODUCTION

COMPOSITION

1. The Mission Diary comprises this Introduction, the List of Reports, and the Desk Calendar.

DESK CALENDAR

2. The Desk Calendar covers the period from September 1 of the current year to August 31 of the following year and will be re-issued annually. It shows the various reports that missions are required to submit to Headquarters during the year. These reports are entered on the calendar on the dates they are to be despatched from the mission. These dates were selected by allowing an average transit time of 10 days from missions to Ottawa, based on estimates calculated for all missions. Also taken into consideration was the principle that no despatch of reports is to be made on traditional Canadian holidays.

3. It is emphasized that the dates, provided for guidance only, are the average dates of despatch and not the dates on which preparation of reports should begin. Where the transit time from a mission is longer than the average, the mission is to make the necessary adjustments so the reports will reach Ottawa by the due date given in the List of Reports.

4. The letter A, B, C or D is indicated after each item to identify the type of report: A = As required reports; B = Reports which ALL missions must provide; C = Reports which small missions are NOT expected to complete; D = Reports to be completed by the Hub.

5. Space is provided on the Desk Calendar for noting appointments, local holidays, memos, and for personal use.

LIST OF REPORTS

6. The List of Reports includes all reports shown on the Desk Calendar, plus "ad hoc" reports, and reports to be retained at the mission for audit purposes. With respect to any possible omission from this document, nothing in this directive is to be construed as relieving missions and authorities from rendering all reports due. Rather, it is hoped that this list