

MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(g) CDCS Monthly Traffic Report	EXT 592	5th working day of month	10th working day of month	MIT		Monthly.
	(h) CDCS EL Quarterly Report	Letter	OCT 1 DEC 31 APR 1 JUL 1	OCT 30 JAN 30 APR 30 JUL 30	MIT		Quarterly - from missions with resident ELs.
	(i) CDCS EL Technical Security Equipment Inventory	Letter	When requested		MIT		Annually from missions with resident technical inspector/EL.
	(j) CDCS EL Test Equipment Inventory	Letter	MAR 1	APR 1	MIT		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
	(k) CDCS EL Tool Inventory	Letter	MAR 1	APR 1	MIT		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
	(l) CDCS Transfer and Receipt Voucher	EXT 606	As required		MIT		On transfer of accountable communications materiel.
	(m) Inventory of Comsec Accountable Materiel	Letter	1st week of April		MIT		Annual. Letter should be typed on MOD 40/printout.
64.	Tourism Budget Expenditure Report	Telex		5th working day of month	Geographic Bureau	Tel UAM 0472 MAR 23 1988	Monthly expenditures to be reported on a segment by segment basis.
65.	Trade Intelligence for Canadian Exporters	Telex			BFC		Ad Hoc. For inclusion in CanadExport.
66.	Trade Promotion Forecast						
	(a) Trade Fairs and Major Missions - Next fiscal year plus one	Listing	OCT 19	OCT 31	TPE	CD	Annual. Reporting format provided with Mission Plan Circ. Report to include dates, location and products to be marketed. Copy to Geo. div.
	(b) Missions and Visits - Next fiscal year	Telegram			TPE		As required.