

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
	(iii) Review by HOM or Mission Housing Committee	Telegram	OCT 3 APR 5	OCT 3 APR 5	SRSM	Appendix to FSD 25 Para 11	Distribution copy to AMA.
C	(d) Interior Photos and Floor Plans (Staff Accommodation, Official Residence, Chancery)	Letter			SBMH		After property acquisition. Exception will be made for small missions that have no MAO or CC.
A	(e) Leases (Staff Quarters including garage, storage – Official Residence, Chancery)				SRSM		Original of chancery and OR lease to be sent to SRSM. All others to be retained at mission.
D	(f) List of employees at mission on April 1, shelter costs to be paid and of occupied SQs and certification by HOM that signed occupancy agreements exist for all employees	Telegram	APR 5	APR 5	SRSM	Tel announcing revised shelter costs and FSD 25.07C	Annual. Also annual update information (do not send new form).
A	(g) Occupancy Agreements –SQs				N/A		Upon arrival at mission of CBS, or change of occupancy. Retain at mission.
A	(h) PHREDS STATEMENTS PHREDS 1	EXT 1666			SRSK		Upon property acquisition; construction and information update, lease renewal, disposal and forecast to be submitted with Mission Management Plan.
	PHREDS 2	EXT 1667		JUNE 1	SRSK		Upon property acquisition.
A	(i) Private Accommodation – Application for Shelter assistance	EXT 68	MAR 28	APR 10	SRSM	FSD 25	On arrival at mission. Annual – update information (do not send new form).
A	(j) Project Requests (i) Major Capital Projects (Those costing in excess of \$500,000)	Letter			SRSR	PM 10	As required.

Types of reports:

A = As required reports

C = Reports which small missions are NOT expected to complete

B = Reports which ALL missions must provide on a regular basis

D = Reports to be completed by the Hub