

MISSION ANNUAL DIARY - ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
10.	s) Registration of Canadians <u>Cultural</u>	EXT 217	Monthly		JISG	CI 12.4.9	Monthly as required.
	a) Cultural Activity (All Missions)	Letter or telegram			BKA/ Program Div		Ad hoc reports on all major cultural activities subsidized by the Department.
	b) Cultural Activity - Cultural Centres, etc.	Letter	1st week of OCT, JAN, APR, JUL	15th working day of OCT, JAN, APR, JUL	BKA/ Program Div	Telegram SCDP-185, 5 APR 82	Activities financed through Cultural Centres' budgets or block funds allocated by headquarters to Paris, London, Brussels, Rome, Bonn, Tokyo, New York (C.G. and 45th Parallel Gallery) and Washington. Quarterly report to be used to compile April Annual Report of each cultural Centre and Gallery
	c) Grants in Academic or Cultural Fields	Letter	1st working day of JAN and APR	10th working day of JAN and APR	BMP/BKA/ BKR	Telegram	List grants made at discretion of HOM or director of Cultural Centre under blanket authority (CV 617 and 618). Include name, address, Social Insurance Number (if Canadian for income tax purposes), purpose and Canadian dollar value. Report expenditures under CV 618 to BKA and under CV 617 to BKR, both with copy to BMP.
11.	d) Project Authorization and Expenditure Report - Cultural Relations	EXT 181	1st working day of OCT, JAN, APR, JUL	10th working day of OCT, JAN, APR, JUL	BMP	Instr. attached to EXT 181	Quarterly, or as soon as all payments made Ad Hoc, if project authorized by BKA, BKR, BKC, BTE or RKD
	<u>Currency Conversion</u> a) Annual Currency Conversion Report	Proforma	NOV 1	NOV 15	ABDE	Proc 6	