

TYPE	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	REMARKS
COMMUNICATIONS							
Telecommunications							
C	(a) CDCS EL Quarterly Report	Letter	SEPT 30 DEC 30 MAR 31 JUNE 30	OCT 30 JAN 30 APR 30 JUL 30	STO		Quarterly. From missions with resident ELs.
C	(b) CDCS EL Test Equipment Inventory	Letter	MAR 1	APR 1	STO		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
C	(c) CDCS EL Tool Inventory	Letter	MAR 1	APR 1	STO		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
A	(d) Transfer and Receipt Voucher	EXT 606	As required		Respons. Centre, STO or STX		On transfer of accountable communications materiel.
CONSULAR AFFAIRS							
Consular							
C	(a) Assessment of Honorary Consuls	Narrative	APR 13	MAY 15	JPP	CI 7.7	Annually; signed by HOM (covers FY period).
B	(b) Consular Report (COMIS) including Honorary Consul Reports	EXT 1064	5th working day of each month		JPO	CI 5 CD 02/87 5 JAN 87	Monthly.
B	(c) Financial Assistance	EXT 35 & EXT 454			SBFM	CI 2.6	Monthly with monthly financial returns.
A	(d) Nomination for the SSEA award for Consular Excellence	Nomination Form		MAR 31	JPPT		Annually: to recognize outstanding consular service during the previous calendar year.
B	(e) Registration of Canadians (ROCA)	Computer			JPO	CI 8.5	Monthly, 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