FAIT 1 SUPP-1

1997-1998 MISSION DIARY - LIST OF REPORTS SORTED BY SUBJECT

Page Alpha-5

şa,

 v^{i}

			IN OTTAWA	DIVISION	REFERENCES	REMARKS
PERSONNEL						
Appraisal Reports (Available on JetForm)			· ·			
(a) AS (JUL 1 to JUN 30)	EXT 607	MAY 15	JUL 31	SPV	Annual CD	Non-rotational ASs to SPS.
(b) CO (AUG 1 to JUL 31)	EXT 1664	JUN 15	AUG 31	SPF	Annual CD	
(c) CR (JAN 1 to DEC 31)	EXT 270	N0V 14	JAN 31	SPV	Annual CD	
(d) CS (JUL 1 to JUN 30)		MAY 1	JUL 31	SPV	Annual CD	Form is being finalized.
(e) EL (APR 1 to MAR 31)	EXT 126	JAN 30	APR 30	SPV	Annual CD	
(f) FI (APR 1 to MAR 31)	EXT 1097	FEB 13	APR 30	SPS	Annual Letter	
(g) FS (AUG 1 to JUL 31)	EXT 1664	JUN 15	AUG 31	SPF	Annual CD	Consular Officers to SPV.
(h) Management Category (AUG 1 to JUL 31)	EXT 1665	JUN 15	AUG 31	SPE/SPV/SPF	Annual CD	To stream management concerned. For non-rotational EXs consult SPE.
(i) PE (APR 1 to MAR 31)	EXT 1097	FEB 13	APR 30	SPS		· · ·
(j) ST-SCY (OCT 1 to SEP 30)	EXT 269	AUG 17	ОСТ 31	SPV	Annual CD	
Arrival and Departure of Employees and Dependants						-
 (a) All temporary absences from Mission (If shelter cost affected included) 	E-mail			SBM	FSD 25, 55, 56, 58	
(b) Date of occupancy and departure from per- manent or temporary SQ	E-maii			Pers Div SBMC	FSD 25, 55	Ad hoc. To stream management division and SBMC.
Compassionate Travel - HOM only	E-mail			SBM	FSD 54	
Currency Conversion						
(a) Exchange Rate Summary Report by HOM (Monthly)	FA 55-1 TBC 330-35	1st working day of month	5th working day of month	See remarks	HR 2.17.3	Monthly to Stats. Canada – Govt. Allow- ances Indexes Section.
(b) Monthly Currency Exchange Rate Report by Employees	Pro forma	1st working day of month	N/A	Ņ/A	FSD 55 Instruction HR 2.17.3	Retained at mission for three years.
	 (e) EL (APR 1 to MAR 31) (f) FI (APR 1 to MAR 31) (g) FS (AUG 1 to JUL 31) (h) Management Category (AUG 1 to JUL 31) (i) PE (APR 1 to MAR 31) (j) ST-SCY (OCT 1 to SEP 30) Arrival and Departure of Employees and Dependants (a) All temporary absences from Mission (If shelter cost affected included) (b) Date of occupancy and departure from permanent or temporary SQ Compassionate Travel - HOM only Currency Conversion (a) Exchange Rate Summary Report by HOM (Monthly) (b) Monthly Currency Exchange Rate Report by 	(e) EL (APR 1 to MAR 31)EXT 126(f) FI (APR 1 to MAR 31)EXT 1097(g) FS (AUG 1 to JUL 31)EXT 1664(h) Management Category (AUG 1 to JUL 31)EXT 1665(i) PE (APR 1 to MAR 31)EXT 1665(ii) PE (APR 1 to MAR 31)EXT 1097(j) ST-SCY (OCT 1 to SEP 30)EXT 269Arrival and Departure of Employees and DependantsE-mail(a) All temporary absences from Mission (If shelter cost affected included)E-mail(b) Date of occupancy and departure from per- manent or temporary SQE-mailCompassionate Travel - HOM onlyE-mailCurrency ConversionFA 55-1 TBC 330-35(b) Monthly Currency Exchange Rate Report byPro forma	(e) EL (APR 1 to MAR 31)EXT 126JAN 30(f) FI (APR 1 to MAR 31)EXT 1097FEB 13(g) FS (AUG 1 to JUL 31)EXT 1664JUN 15(h) Management Category (AUG 1 to JUL 31)EXT 1665JUN 15(i) PE (APR 1 to MAR 31)EXT 1097FEB 13(j) ST-SCY (OCT 1 to SEP 30)EXT 269AUG 17Arrival and Departure of Employees and DependantsE-mailE-mail(a) All temporary absences from Mission (If shelter manent or temporary SQE-mailE-mail(b) Date of occupancy and departure from per- manent or temporary SQE-mailIst working day of month(a) Exchange Rate Summary Report by HOM (Monthly)FA 55-1 T TBC 330-351st working day of month	(e) EL (APR 1 to MAR 31)EXT 126JAN 30APR 30(f) FI (APR 1 to MAR 31)EXT 1097FEB 13APR 30(g) FS (AUG 1 to JUL 31)EXT 1664JUN 15AUG 31(h) Management Category (AUG 1 to JUL 31)EXT 1665JUN 15AUG 31(i) PE (APR 1 to MAR 31)EXT 1097FEB 13APR 30(j) ST-SCY (OCT 1 to SEP 30)EXT 269AUG 17OCT 31Arrival and Departure of Employees and DependantsE-mailOCT 31(a) All temporary absences from Mission (If shelter manent or temporary SQE-mailIst working day of month(b) Date of occupancy and departure from per- manent or temporary SQE-mailIst working day of month(a) Exchange Rate Summary Report by HOM (Monthly)FA 55-1 TBC 330-351st working day of monthSth working 	(e) EL (APR 1 to MAR 31)EXT 126JAN 30APR 30SPV(f) FI (APR 1 to MAR 31)EXT 1097FEB 13APR 30SPS(g) FS (AUG 1 to JUL 31)EXT 1664JUN 15AUG 31SPF(h) Management Category (AUG 1 to JUL 31)EXT 1665JUN 15AUG 31SPE/SPV/SPF(i) PE (APR 1 to MAR 31)EXT 1097FEB 13APR 30SPS(j) ST-SCY (OCT 1 to SEP 30)EXT 1097FEB 13APR 30SPS(a) All temporary absences from Mission (If shelter cost affected included)E-mailSBMSBM(b) Date of occupancy and departure from per- manent or temporary SQE-mailSBMSBM(a) Exchange Rate Summary Report by HOM FmoloweesFA 55-1 TBC 330-351st working day of monthSth working day of monthSee remarks(b) Monthly Currency Exchange Rate Report by FemoloweesPro forma1st working day of monthN/AN/A	(e)EL (APR 1 to MAR 31)EXT 126JAN 30APR 30SPVAnnual CD(f)FI (APR 1 to MAR 31)EXT 1097FEB 13APR 30SPSAnnual Letter(g)FS (AUG 1 to JUL 31)EXT 1664JUN 15AUG 31SPFAnnual CD(h)Management Category (AUG 1 to JUL 31)EXT 1665JUN 15AUG 31SPE/SPV/SPFAnnual CD(i)PE (APR 1 to MAR 31)EXT 1097FEB 13APR 30SPSAnnual CD(ii)PE (APR 1 to MAR 31)EXT 1097FEB 13APR 30SPSAnnual CD(ii)ST-SCY (OCT 1 to SEP 30)EXT 269AUG 17OCT 31SPVAnnual CDArrival and Departure of Employees and DependantsE-mailE-mailSBMFSD 25, 55, 56, 58(a)All temporary absences from Mission (If shelter cost affected included)E-mailE-mailSBMCSBMCFSD 25, 55(b)Date of occupancy and departure from permanent or temporary SQE-mailSBMCSBMCFSD 25, 55S6, 58FSD 25, 55(a)Exchange Rate Summary Report by HOMFA 55-1 TBC 330-351st working day of monthSee remarksHR 2.17.3(b)MonthlyCurrency Exchange Rate Report byPro forma1st workingN/AN/AFSD 55

Types of reports: A = As required reports C = Reports that small missions are NOT expected to complete

B = Reports that **ALL** missions must provide on a regular basis **D** = Reports to be completed by the Hub