

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 29 DEC 29 MAR 29 JUNE 28	OCT 30 JAN 30 APR 28 JUL 28	STO		Quarterly. From missions with resident ELs.
C	(b) CDCS EL Test Equipment Inventory	Letter	FEB 29	APR 1	STO		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
C	(c) CDCS EL Tool Inventory	Letter	FEB 29	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		On transfer of accountable communications materiel.
CONSULAR AFFAIRS							
Consular							
B	(a) Consular Services Assessment	Form	APR 12	MAY 15	JPP	CI 7.7 CI 7F	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 5.9 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 Minister of Foreign Affairs Award for Consular Excellence	EXT 1625-1	MAR 25	APR 1	JPPT		Annually: to recognize outstanding consular service during the previous calendar year.
B	(e) Registration of Canadians (ROCA)	Diskette or COSMOS			JPO	CI 8.5	Every 2 months, more frequently as required.
Passport							
C	(a) Accountability Report	Printout	5th working day of month	10th working day of month	JWD	CI, Vol.2	For automated missions only. (i.e. NYork, Los Angeles, Rome, Bonn, Paris, Ldn and HKong)

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