

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(k) PE	EXT 1097	APR 29	MAY 15	Pers Div	Annual Letter	To stream management division.
	(l) ST-SCY	EXT 269	OCT 15	OCT 31	Pers Div	Annual CD	To stream management division.
4.	Arrival and Departure of Employees and dependants						
	– Date of occupancy and departure from permanent or temporary SQ	Telegram			Pers Div MRPL/ABPF	FSD 55 FSD 25	Ad Hoc. To stream management division, ABP and MRPL.
	– All temporary absences from Mission (If shelter cost affected included)	Telegram			MRPL/ABPF	FSD 58 FSD 25	
5.	Attendance						See item 36.
6.	Canada Savings Bonds		OCT 20	OCT 30	ABM	CD	Annual.
7.	Combinations – Lock	Letter			ISS	SI 4.9	Every 6 months, or as required.
8.	Compassionate Travel – HOM authority except HOM	Telegram (for HOM only)			ABMA	FSD 54	
9.	Conflict of Interest						
	(a) Review compliance with Code for the Public Service	Letter	MAY 30		ABDE		Individual reviews whether confidential report is needed or changes made to it.
	(b) Report on acceptance of transportation and accommodation benefits	Letter	5th working day of OCT, JAN, APR, JUL	15th working day of OCT, JAN, APR, JUL	ABDE	CD 15/87 24/4/87	Quarterly.
10.	Consular						
	(a) Assessments of Honorary Consuls	Narrative	APR 15	MAY 15	ORCP	JIC-0148 3 FEB 86	Annually; signed by HOM (covers FY period).