

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
1)	ST-SCY	EXT 269	OCT 15	OCT 31	Pers Div	Annual CD	To stream management division
4.	Attendance						See item 39
5.	Canada Savings Bonds		OCT 20	OCT 30	ABM	CD	Annual
6.	Combinations - Lock	Letter			ISS	SI 4.9	Every 6 months, or as required
7.	Compassionate Travel - HOM authority except HOM	Telegram (for HOM only)			ABMA	FSD 54	
8.	<u>Conflict of Interest</u>						
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, JULY	15th working day of OCT, JAN, APR, JULY	ABDE	CD 15/87 24/4/87	Quarterly
9.	<u>Consular</u>						
a)	Assessments of Honorary Consule	Narrative	APR 15	MAY 15	JIC	JIC-0148 3 FEB 86	Annually; signed by HOM (covers FY period).
b)	Consular Report (Comis)	EXT 1064	5th working day of each month		JIC	CD-02/87 5 JAN 87	Monthly
c)	Financial Assistance	EXT 35 and EXT 454			MFFP	CI 3.6.3	Monthly with accounts.
d)	Honorary Consuls Reports	EXT 1327	10th working day of the month		JIC	CI 11	Monthly. To be forwarded monthly through responsible mission.