

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
11.	(b) Consular Report (Comis)	EXT 1064	5th working day of each month		JPOA	CD-02/87 5 JAN 87	Monthly.
	(c) Financial Assistance	EXT 35 & EXT 454			MFFT	CI 3.6.3	Monthly with monthly financial returns.
	(d) Honorary Consuls Reports	EXT 1327	10th working day of the month		JPP	CI 11	Monthly. To be forwarded monthly through responsible mission.
	(e) Registration of Canadians (ROCA)	Computer disk	Monthly		JPP	CI 12.4.9	Monthly as required.
	Cultural Relations, International						
	(a) Cultural Activity (All Missions)	Letter or telegram			BKA/Program Div		Ad Hoc reports on all major cultural activities subsidized by the Department.
	(b) Cultural Activity – Cultural Centres, etc.	Letter	1st week of OCT, JAN, APR, JUL	15th working day of OCT, JAN, APR, JUL	BKA/Program Div	Telegram SCDF-185, 5 APR 82	Activities financed through Cultural Centres' budgets or block funds allocated by Headquarters to Paris, London, Brussels, Rome, Bonn, Tokyo, New York and Washington. Quarterly report to be used to compile April Annual Report of each cultural Centre and Gallery.
(c) Discretionary Grants in Academic or Cultural Fields	Letter	1st working day of JAN and APR	10th working day of JAN and APR	BAM/BKA/BKR	Telegram	List grants made at discretion of HOM or director of Cultural Centre under blanket authority (CV 617 and 618). Include name, address, Social Insurance Number (if Canadian for income tax purposes), Canadian dollar value and purpose of grant. Report expenditures under CV 618 to BKA and under CV 617 to BKR, both with copy to BAM.	