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Mission Annual Diary

Dept. of External Affairs
Min. des Affaires extérieures

JUL 31 1992

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MISSION ANNUAL DIARY

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MISSION ANNUAL DIARY

INTRODUCTION

COMPOSITION

1. The Mission Annual Diary comprises this Introduction, the Alphabetical List of Reports, and the Desk Calendar.

GENERAL POLICY

2. The Desk Calendar covers the period from September 1 of the current year to August 31 of the following year and will be re-issued annually. It shows the various reports that missions are required to submit to headquarters during the year. These reports are entered on the calendar on the dates they are to be despatched from the mission. These dates were selected by allowing an average transit time of 10 days from missions to Ottawa, based on estimates calculated for all missions. Also taken into consideration was the principle that no despatch of reports is to be made on traditional Canadian holidays.
3. It is emphasized that the dates, provided for guidance only, are the average dates of despatch and not the dates on which preparation of reports should begin. Where the transit time from a mission is longer than the average, the mission is to make the necessary adjustments so the reports will reach Ottawa by the due date given in the Alphabetical List.
4. Space is provided on the Desk Calendar for noting appointments, local holidays, memos, and for personal use.
5. The Alphabetical List of Reports includes all reports shown on the Desk Calendar, "ad hoc" reports, and reports to be retained at the mission for audit purposes. With respect to any possible omission from this document, nothing in this

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directive is to be construed as relieving missions and authorities from rendering all reports due. Rather, it is hoped that this list will be amended and kept up to date to provide a comprehensive ready reference of pertinent and relevant material to assist personnel in compiling reports.

6. The Alphabetical List of Reports is designed as an aid to compiling reports. Information on format, references, and remarks has been included and should serve to standardize reports and eliminate searching through the manuals to discover the requirement. The absence of any required or relevant information should draw management's attention to the gaps and spur the rectification of the fault. Users noting any such omission are requested to bring it to the attention of MIRA.

7. In most instances only one action addressee has been listed for each report. When other headquarters addressees are to receive copies of a particular report, missions need only indicate the departmental symbols for those recipients in the distribution column of the covering letter or telex with the notation "By Ottawa", and distribution will be made at headquarters.

8. Information provided in the "References" column is not limited to the manuals within the Departmental Manuals System. Although this column should ultimately include all references useful in the compilation of the report, duplication has been avoided, and where an extensive or complex report is listed, only the primary reference is indicated.

9. To assist users and to preserve alphabetical integrity, some reports are listed twice in the Alphabetical List of Reports. The duplicates, however, do not contain additional information; they simply list identical information or make reference to the item listed elsewhere.

10. Missions are requested to bring to the attention of the Department (MIRA) suggestions for reports which should be included in the Desk Calendar and suggestions for improving the reporting mechanism. Suggestions for other amendments are to be governed by the principles of the amendment procedure outlined below.

AMENDMENT PROCEDURE

11. The Mission Annual Diary is part of the Departmental Manuals System and as such is issued as a Supplement to the Summary Manual (EAIT 1) which will be published at a later date. The Amendment procedure for all manuals in the Departmental Manuals System is to be outlined in the EAIT 1. As this manual is not yet published, the following are some of the basic principles:

- (a) The bottom centre of each page of every manual indicates the organization responsible for the content and amendment of material on that page. In the case of the Alphabetical List of Reports, however, it should be noted that, for each report, the agency listed in Column 6 is the agency responsible for all information promulgated regarding that report.
- (b) The agency responsible for subject matter is also responsible for:
 - (i) content;
 - (ii) obtaining any approval required;
 - (iii) amendment of any other manuals affected by the change (if applicable);
 - (iv) arranging for translation; and
 - (v) forwarding the material to MIRA.
- (c) MIRA is responsible for:
 - (i) co-ordinating the annual review;
 - (ii) editing and formatting all submissions from divisions;
 - (iii) printing production; and
 - (iv) distribution of the Diary and any necessary amendments between editions.

12. In summary, authorities proposing amendments to the Alphabetical List of Reports should submit their proposals to the agency listed in column 6, whereas any amendment to the Desk Calendar itself should be forwarded to MIRA.

REFERENCE NUMBERING SYSTEM

13. When a reference is made in column 7 of the Alphabetical List of Reports to existing manuals, the numbering system is ordered as follows:

- (a) Manual Designator;
- (b) Chapter and/or Section; and
- (c) Annex (if applicable).

14. The manual designators used are:

- CI — Consular Instruction;
- CC — Correspondence and Communications;
- FINEX — FINEX Manual;
- FM — Financial Management;
- FSD — Foreign Service Directives;
- HR — Human Resources;
- LES — Locally Engaged Staff;
- MM — Materiel Management;
- PA — Post Administration;
- PM — Property Management;
- Proc — Procedures;

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Regs — Regulations;

SC — Service Contract Administration; and

SI — Security Instructions.

Examples of Reference Numbering System

15. The following are examples of references used:

- (a) FM 3.8.1 — Manual of Financial Management, Chapter 3, Section 3.8.1;
- (b) CI 2C — Manual of Consular Instructions, Chapter 2, Annex "C";
- (c) MM 8 — Manual of Materiel Management, Chapter 8; and
- (d) Regs 10 — Manual of Regulations, Chapter 10.

Other References Used

16. References used which are additional to those shown above are:

- (a) CFAO — Canadian Forces Administrative Orders;
- (b) TB (& number) — Treasury Board Minutes or Directives; and
- (c) CD (& number/year) — Circular Document.

17. All other references used are self-explanatory or are file numbers of letters or directives.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
1.	Accommodation						
	(a) Crown Accommodation Statement	EXT 783			MRPL	FSD 25	On initial or subsequent occupancy or on change of SQ.
	(b) Damage Claim (Negligence)	Letter or Telegram			AMA	FAA Sec. 91	Report circumstances to HQ for decision. Copies to MFF, JLA, MRPS.
	(c) Deficiency Adjustment						
	(i) Application – 10% to 30%	EXT 328			MRPL	FSD 25.10	Information Telegram to MRPL giving standard stop dates for action.
	(ii) Application – over 30%	EXT 328			MRPL	FSD 25	As required.
	(iii) Review by HOM or Mission Housing Committee	Telegram	OCT 1 APR 1	OCT 1 APR 1	MRPL	Appendix to FSD 25 Para 11	Distribution copy to AMA.
	(d) Floor Plans and Photos						
	– Staff Accommodation (Floor plan only)	Letter			MRPO		After property acquisition.
	– Chancery and OR floor plans	Letter			MRPC		After property acquisition.
	– Chancery and OR photos	Letter			MRPD		After property acquisition and fit-up.
	(e) Leases						
	(i) Chancery and Official Residence: rec space, garage/storage				MRPA		Original of signed lease.
	(ii) Staff Quarters: garage, storage				MRPO		Original of signed lease.
	(f) List of employees at mission on April 1, of shelter costs to be paid and of occupied SQs	Telegram	APR 1	APR 1	MRPL	Tel announcing revised shelter costs	Annual. Also annual update information (do not send new form).

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
(g)	Occupancy Agreement	Photocopy			MRPL	FSD 25.07c and Appendix 25-1	Upon occupancy. Original retained at mission.
(h)	PHREDS Statements						All reports, with exception of (vi), are to be sent by telex/fax using format of EXT form cited. Chanceries and ORS are excluded when specifically requested by HQ.
(i)	Real Property Acquisition	Telex/ EXT 1173			MRPO		After acquisition, by Crown/private lease, of facilities.
(ii)	Building Statement	Telex/ EXT 1175			MRPO		Upon receipt of facility identifiers.
(iii)	Facility Statement	Telex/ EXT 1176			MRPO		Upon receipt of facility identifiers.
(iv)	Lease Statement	Telex/ EXT 1178			MRPO		Upon receipt of facility identifiers; also upon lease renewal or revision due to escalation clause.
(v)	Site Statement	Telex/ EXT 1174			MRPO		Upon receipt of facility identifiers.
(vi)	Building System Statement	EXT 1177			MRPO		Upon receipt of facility identifiers. N.B. use actual form (exclude privately leased facilities).
(i)	Private Accommodation – Application for Shelter assistance	EXT 68	APR 1	APR 10	MRPL/MFFP	FSD 25	On arrival at mission. Annual – update information (do not send new form).
(j)	Project Requests						
(i)	Major Capital Projects (Those costing in excess of \$250,000)	Letter			MRPR	PM 10	As required.
(ii)	Capital Alterations and Renovations (CAR) (Projects costing between \$5,000 and \$250,000)	Letter			MRPS	PM 10	As required.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(iii) Maintenance Projects	Letter or Telegram			MRPS	PM 10	As required.
	(iv) Energy Conservation Projects	Letter or Telegram			MRPS	PM 10	As required.
	(k) SQ Leasing Recommendations	Telegram			MRPL	Tel DMC 0045 10 MAR 87	
	(l) Works of Art Inventory	Art Inventory Form	MAY 15	MAY 31	MRPF		Annual update by mission of art inventory.
2.	Acting Assignment	EXT 423			Pers Div		Ad Hoc. To stream management division. Attach list of duties actually performed.
3.	Appraisal Reports						
	(a) AS	EXT 607	SEP 15	SEP 30	Pers Div	Annual CD	To stream management division.
	(b) CM	EXT 147	JUL 15	JUL 31	Pers Div	Annual CD	To stream management division.
	(c) CO	EXT 743	AUG 15	AUG 31	Pers Div	Annual CD	To stream management division.
	(d) CR	EXT 270	JAN 15	JAN 31	Pers Div	Annual CD	To stream management division.
	(e) EL	EXT 126	APR 15	APR 30	Pers Div	Annual Letter	To stream management division.
	(f) EX-1, EX-2 EX-3, EX-4, EX-5	EXT 742 EXT 1443	AUG 15	AUG 31	Pers Div	Annual CD	To stream management division.
	(g) FI	EXT 1097	APR 29	MAY 15	Pers Div	Annual Letter	To stream management division.
	(h) FS	EXT 743	AUG 15	AUG 31	Pers Div	Annual CD	To stream management division.
	(i) GS-MES	EXT 1097	FEB 15	FEB 28	Pers Div	Annual Letter	To stream management division.
	(j) GS-PRC	EXT 581	OCT 15	OCT 31	Pers Div	Annual CD	To stream management division.

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 Dependents						
	a) 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.
	b) All temporary absences from Mission (If shelter cost affected included)	Telegram			MRPL/ABPF	FSD 58 FSD 25	
5.	Attendance						See item 33.
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	JPP	JIC-0148 3 FEB 86	Annually; signed by HOM (covers FY period).

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.	

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
12.	(d) Project Authorization and Expenditure Report – Cultural/Academic Relations Grants		1st working day of OCT, JAN, APR, JUL	10th working day of OCT, JAN, APR, JUL	BAM	Telegram	Quarterly, or as soon as all payments made. Ad Hoc, if project authorized by BKA, BKR or BKD.
	Currency Conversion						
	(a) Annual Currency Conversion Report	Pro forma	NOV 1	NOV 15	ABDE	Proc 6	
	(b) Exchange Rate Summary (Monthly)	FA 55-1	1st day of following month	5th day of following month	See remarks	FSD 55	Monthly to Stats. Canada – Govt. Allowances Indexes Section.
	(c) Monthly Exchange Rate Report by Employees	Pro forma	1st day of following month	N/A	N/A	Proc 6 FSD 55 Instruction	Retained at mission for three years.
13.	Diplomatic, Consular and Foreign Office Lists	As issued			BMS	PA 4.12	Ad Hoc (1 copy).
14.	Disbursement Voucher						See item 19 (g)(i).
15.	Discipline Report				ABE	Discipline Booklet	Ad Hoc.
16.	DND						
	(a) Annual Document Accounting Report	Letter	JAN 21	JAN 31	DATT 2		A-SI-288-002/SI-000.
	(b) Annual Report on Hospitality	Letter	MAY 5	MAY 15	DATT 2	CFAO 205-24 paras. 42 and 44	Annual Report to reach DGCB by 30 June.
	(c) Budget Estimate – Temporary Duty and Miscellaneous Expenditures	Letter		JULY 15 or as directed	DATT 2		CIS Adm. Instruction 18.
	(d) Cyclical Review – Hosp. Funds	Telegram		NOV 15 or as directed	CIS/DCFAP		Annual Submission CIS Admin. Instruction 19.
	(e) Cyclical Review – TD/Misc Expenditures	Telegram		DEC 15 and June 15 or as directed	CIS/DCFAP	DATT 2	

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(f) Domestic Report	Letter		Six months prior to return to Canada	DATT 2		
	(g) Estimate Hospitality Funds	Letter	OCT 30	NOV 15 or as directed	CIS/DCFAP	CFAO 205-24	CIS Adm. Instruction 19.
	(h) Foreign Language Training	Telegram		As directed		CIS/CDFAP Info DPDLT	NDHQ OPI/DPDLT.
	(i) Periodic Report on Activities	Letter	As directed	JAN 31	DATT 2		A-SI-288-002/SI-000.
	(j) Personnel Evaluation Reports						
	(i) BGen	CF1417			DCDS 150	CFAO 26-6	CIS Adm. Instruction 6.
	(ii) Col/LCol	CF1417/1418			DCDS 150	"	"
	(iii) Major	CF1417/1418			DCDS 150	CFAO 26-6	CIS Adm. Instruction 6.
	(iv) WO/Sgt	DND 197			DATT 2	CFAO 26-15	"
17.	Education Allowance						
	(a) At post – Documentation required to establish post education ceiling	Copy of school fee schedule	JUNE	JUL 1	ABMA	FSD 34.03	
	(b) Away from post						
	(i) Claim	FS 34-1 TB 330-36		JUL 31	ABMA	FSD 34.04 34.05 34.06	On receipt of school receipt.
	(ii) Proposal	FS 34-2 TB 330-36	OCT 15	OCT 30	ABMA	FSD 34.04 34.05 34.06	Annual.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
18.	Education Facilities – General Report						See Item 41.
19.	Finance						
	(a) Audit Observation Responses	Telex			MFFP		Ad Hoc – 30 days from receipt.
	(b) Claims Against Crown	Letter or Telegram			MFFR	FM 14.1	Copy to JLA.
	(i) Ex Gratia Payments	"			"	FM 14.2	"
	(ii) Nugatory Payments	"			"	FM 14.3	"
	(c) Financial Forecasts	Telegram	SEPT 30 DEC 31 MAR 31	OCT 4 JAN 7 APR 6	MFR	Circ.	Copy to Area Management Advisor (A.M.A.) and MCBA.
	(d) Locally-Engaged Staff (LES) Salary Forecast	EXT 864	JUN 20	JUN 30	MFR	Circ.	Annual.
	(e) Loss or Misappropriation of money	Telegram			MFD/MFFR/ MFFP	FM-23.13	Immediately upon discovery.
	(f) Mission Budget Proposals	Part of Mission Operational Plan	OCT 12	OCT 19	MFR	Circular Docment	Annual – copy to AMA and MCBA. (No R.O. detail to MCBA).
	(g) Monthly Mission Financial Return	EXT 412-1 EXT 412-3	5th working day of month	10th working day of month	MFF	FM 24	Monthly.
	Attach the following to the Mission Financial Return:						
	(i) Disbursement Voucher	EXT 289	"	"	"	FM 24.3	
	(ii) Education Allowance	FS 34-1 TB 330-31	"	"	"	FSD 34	
	(iii) Financial Assistance (CSP)	EXT 35	"	"	"	CI 3	

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
(iv)	Hospitality Expenses	EXT 904	"	"	"	Reg 10	
(v)	Long Distance Telephone	CGSB 33A	"	"	MFF	PA 1.4.1	
(vi)	Medical Expenses Advance	TB 330-18	"	"	"	FSD 38	
(vii)	Official Receipt	EXT 25	"	"	"	FM 24.3.4	
(viii)	Paylist (LES)	EXT 201	"	"	"	LES 4.3.1	
(ix)	Petty Cash	EXT 290	"	"	"	FM 23.5	
(x)	Record of Fees Received – Passport and consular services	EXT 119	5th working day of month	10th working day of month	MFF	FM 23.12	
(xi)	Record of Immigration Cost Recoveries	EXT 1203	"	"	"	FM 23.16	
(xii)	Headquarters Payment Voucher	EXT 1369	"	"	"		
(xiii)	Statement of Accounts Receivable	EXT 939	"	"	"	FM 23.16.7	
(xiv)	Travel Authority and Advance	EXT 354	"	"	"	TB 370	
(xv)	Travel Expenses Claim	EXT 160	"	"	"	TB 370	
(xvi)	Undertaking to repay	EXT 454	"	"	"	CI 3	
(h)	Monthly Register of Passport Services	EXT 765	5th working day of month	10th working day of month	JWD	FM 23.12 PSA Appendix XI	Original to JWD. Attach copy to Mission Financial Return.
(i)	Passport Inventory and Record of Issue	PPT 034	"	"	JWD	FM 23.6 PSA Appendix XI	
(j)	Price Increase Information	Letter EXT 1527	JUN 20	JUN 30	MFR	Circ.	Annual.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(k) Remittance Statement	EXT 412-1	Once per week or as per diplomatic bag schedule		MFF	FM 23.12.5	Original and cheques/cash to MFF. Copy and official receipts on Mission accounts.
	(l) Telegraphic Input Financial Data	Telegram	As pages of EXT 412-1 completed or once a week		MFFD	CDCS Instr. 30, 15 FEB 88; Tel MIT-4419, 19 MAY 88	All missions except FMOs (Bonn, London, Paris, Tokyo, Washington) (Minimum report once a week) Telegraphic address for report: FMSOTT.
	(m) Verification of Cash Account or Petty Cash Advance	EXT 699	SEP 1 DEC 1 MAR 1 JUN 1	SEP 10 DEC 10 MAR 10 JUN 10	MFFP	FM 23.5.9	Quarterly and whenever holder changes.
20.	Fire Safety						
	(a) Emergency Evacuation Drills and Staff Training		SEP 30 MAR 31		*N/A		*Retained at mission.
	(b) Fire Reports	Priority Telegram			MRPS	PM 17 CD 4/84 3/2/84	Ad Hoc. Priority Telex - detailed report within 7 days.
	(c) Inspection	EXT 881	OCT 15 MAY 15		*N/A		*Retained at mission.
21.	Foreign Language Training Expenditures	Telegram	APR 5	APR 15	Geographic Branch		Annual. Copy to APF/CFSI.
22.	Gasoline Costs for Mission Mileage Rates	Telegram	FEB 1	FEB 28	ABMT	Regs 4	TB Travel Directive.
23.	Grievances	TB 330-5			ABE	Grievance Booklet	Ad Hoc.
24.	Holidays Observed at Missions	Letter	DEC 18	JAN 4	ABP/MST	PA 8.11 FSD 44	Annual.
25.	HOM Absence from Country of Accreditation	Telegram			Geographic Bureau	PA 4.2D	As required. Copies to APE and ABPF.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
26.	HOM Narrative Summary	Telegram	AUG 15	AUG 31	Geographic Bureau/ADM	HOM Appraisal Procedure	Annual. Copy to APE
27.	Hospitality						
	(a) Annual Report	Letter	APR 30		AMA	Prot. Man. 9	This report need not be exhaustive.
	(b) Expenses	EXT 904			AMA		See item 19 (g)(iv).
28.	Hotels – Information	Letter	DEC 18	JAN 1	ABMT	Regs 4	Annual.
29.	Identification Label Summary	PPT 336					Not required for NIL report. See Item 47.
30.	Immigration						
	(a) Entrepreneur/Investor Monitoring	Telegram	See remarks		OSMA	JID-013 10 JAN 90	On finalization of application abroad.
	(b) Monthly Operational Report	EXT 689	1st working day of month	6th working day of month	OSMA	JID-0019 21 JAN 88 JID-0052 25 MAR 88 OSD 034 5 APR 91	To be sent by facsimile or telegram.
	(c) Monthly Operational Report Supplement	EXT 689A	1st working day of month		OSMA	JID-044 2 MAR 89	May be sent by facsimile or telegram.
	(d) Record of Immigration Cost Recoveries						See item 19 (g)(xi).
31.	Information						
	(a) Annual Summary	Letter	APR 2	APR 15	Program Div	PA 3.8	Annual. Copy to BPF.
	(b) Mission Publications Report	EXT 181	MAR 15	MAR 31	Program Div		Annual, report of expenditures. Copy to BPF.
	(c) Receipt of Materiel	Telegram			BTCE	CD	Ad Hoc. Copy to Program Division.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(d) Request for Materiel	Letter			BTCE	PA 3.3.5	Ad Hoc in response to a CD. Copy to Program Division.
32.	Initiative Fund, Mission						
	(a) Annual Report	Letter	APR 15	APR 30	Prog. Div	Multiple Letter	Annual.
	(b) Semestrial Summary	Telegram	OCT 23	NOV 1	Prog. Div	Multiple Letter	Annual.
33.	Leave						
	(a) Annual Telegraphic Report on Leave	Telex	APR 8	APR 15	ABP	Telex ABMP 1753 6 JUN 84	
	(b) Leave and Attendance Reports	EXT 989-1 or GC 178			ABP	HR 7	Monthly. Final submission due in Ottawa by mid-april for close of fiscal year.
	(c) Vacation Travel Assistance	Telegram			ABMA	FSD 50	Ad Hoc – 1 month prior to departure.
34.	LES						
	(a) Application for Pension Payment	EXT 394			ABL		Ad Hoc – 2-4 months prior to S.O.S. date.
	(b) Appraisal Reports	EXT 122 EXT 123				LES 4.1.8	Annual, to coincide with increments. Retain on employee's file at mission.
	(c) Compensation Survey	EXT 97 EXT 98			ABL	LES 2.3	Ad Hoc – at least annually.
	(d) Deduction Sheet for Locally Engaged Canadians	EXT 633	1st working day of every month	5th working day of every month	MFF	LES 4.1.12	Monthly. Copy to ABL.
	(e) Employer's Report of Accident	FORM 7			ABL	LES 4.2.12	Ad Hoc.
	(f) Employment and Pay Certificates	EXT 208			ABL	LES 4.1	Ad Hoc.
	(g) Estimates of Social security contributions	EXT 250		OCT	ABL		

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(h) Oaths and Affirmations						Ad Hoc on appointment. Retain on employee's file at mission.
	(i) Paylists	EXT 201			MFF	LES 4.3.1	See item 19 (g)(viii).
35.	Library Subscriptions	BMS List	AUG 20	SEP 1	BMS		Annual.
36.	Long Distance Telephone						See item 19 (g)(v).
37.	Materiel						
	(a) Authority for Expenditure	EXT 116	Various		MRMT		MRMT provides encumbrance by tel. to mission to acquire vehicle.
	(b) Disposal	EXT 369			*N/A		*Retained at mission. For motor vehicle, see 43 (b).
	(c) Distribution Accounts						
	– Chancery	EXT 337			MRPD	MM 3	Once every 3 years, or at change of HOM.
	– Official residence	EXT 343			MRPD	MM 3	Once every 3 years, or at change of occupant.
	(d) Loan to Staff Card	EXT 385			*N/A	MM 3 & 14	*Retained at mission.
	(e) Message Demand	Telegram			MRMF/G/T	MM 5	As required.
	(f) Requisition of Stationery	EXT 115			MRMG	MM 12	As required.
	(g) <i>Shipping Instructions Manual</i> Amendments	Letter			MRMS	MM 12	As required.
	(h) Status/Receipt of Shipment	Telegram			MRMS	MM 6	On receipt of goods.
	(i) Theft or Loss over \$1,000 Cdn.	Letter			MRMC	MM 3 & 7	Ad Hoc.
	(j) Transfer and Adjustment Voucher	EXT 182			*N/A	MM 3	*Retained at mission.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
38.	Meal Charges	EST 63	DEC 18 JUN 22	JAN 1 JUL 2	ABMT ABMT	Regs 4	Annually - All missions except in U.S.A. As required to assess significant changes.
39.	Medical						See item 19 (g)(vi).
	(a) Expense Advance						
	(b) Facilities		DEC 18	JAN 1	ABMA	PA 6, 6B	Annex to Mission Report - Annual.
	(c) Travel - HOM authority	Telegram or Letter			ABMA	FSD 41	Ad Hoc - Copies to HWC Ottawa (for info only).
40.	Mission Operational Plan	Forms provided with call letter	OCT 2	OCT 16	MCBA	Circ. Document	Original to MCBA. One copy to A.M.A.
41.	Mission Report	Disk update	NOV 1	NOV 15	ABMH	ABMH call letter - Sept./92	Amendment as required. Incorporating General Education Report.
42.	Monthly Register of Passport Services	EXT 765				FM 23.12	See item 47.
43.	Motor Vehicles						
	(a) Accident Report	Telegram/ EXT 253			MRMT	MM 9	As required.
	(b) Disposal	EXT 369			MRMC	MM 8 & 9	As required.
	(c) Local Insurance Confirmation	Telegram			MRMT	MM 9	Annual.
	(d) Operating Report Recap	Telegram or Letter	JUN 21	JUN 30	MRMT	MM 9	Annual.
	(e) Operational Records on Vehicles		Monthly		*N/A		*For mission records.
	(f) Questionnaire, Determination of Requirements	MM 9 Annex A			MRMT	MM 9	As required.
	(g) Receipt by Mission	Telegram			MRMT	MM 9	On receipt of vehicle at mission.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
44.	(h) Register of Gas Coupons		Monthly		*N/A		*For mission records.
	(i) Registration Confirmation	Telegram			MRMT	MM 9	When licence issued by host country.
	(j) Vehicle Logs		Continuous		*N/A	MM 9	*For mission records.
	Occupational Health and Safety						
45.	(a) Minutes of the Occupational Health and Safety Committee	Letter or Telegram	End of the month		ABEH	NJC agreements Vol 1 chap 3-20	Monthly.
	(b) Reports of the Occupational Health and Safety Committee	Form LAB 499	MAR 1		ABEH	NJC agreement Vol 1 chap. 3-20 sect. 21	Annually.
	Official Languages						
	(a) Appointment of Officer responsible for the program	Letter or Telegram		OCT 1	APL		Annual. Copy to the geographic branch.
46.	(b) Official Languages mission plan	Letter		FEB 1	Geographic branch		Annual. Copy to APL. Instructions to be issued every year.
	(c) Report on the implementation of the mission plan	Letter		APR 20	Geographic branch		Annual. Copy to APL.
	(d) Report on training provided	Letter or Telegram		MAY 1	Geographic branch		Annual. Copy to APL and to APF.
	Overtime	EXT 995	1st day of month	10th day of month	ABP		Monthly.
47.	Passport						
	(a) Accountability Report	Printout	5th working day of following month	10th working day of following month	JWD	Passport Services Abroad Manual	For automated missions only.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(b) Bad Record Report	Printout	5th working day of following month	10th working day of following month	JWD	Passport Services Abroad Manual	For automated missions only.
	(c) Identification Label Summary	PPT 336	5th working day of following month	10th working day of month	JWD		Not required for NIL report.
	(d) Monthly Register of Passport services	EXT 765	5th working day of following month	10th working day of month	JWD/MFFP	FM 23.12 PSA Appendix XI	Original to JWD, attach copy to Mission Financial Return.
	(e) Passport Inventory and Record of Issues	PPT 034	5th working day of following month	10th working day of month	JWD/MFFP	FM 23.12 PSA Appendix XI	Original to JWD, attach copy to Mission Financial Return.
	(f) Passport Issue Report	Printout	5th working day of following month	10th working day of following month	JWD	Passport Services Abroad Manual	For automated missions only.
48.	Petty Cash	EXT 290					See item 19 (g)(ix).
49.	Press						
	(a) Analysis of Reports	Letter			Prog. Div	PA 3.9	Ad Hoc. Copy to BFE/BCM/BTC.
	(b) Assistance to Canadian News Media Representatives	Letter or Telegram			BMM/BFC	Letter or Telegram	Ad Hoc. Copy to area div.
	(c) Press Report	Telegram	10 working days prior to month's end	1st working day of month	Prog. Div	TEL FIA 16 FEB 25, 77	Monthly - Washington, Paris, London, Brussels, The Hague, Rome, Bonn, Tokyo, Canberra only. Copy BPF, BMM.
50.	Price Increase Information						See item 19 (j).
51.	Records, Disposal of Obsolete	Letter	APR 21	MAY 1	MIR	CC 39.4 CDs	Annual.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
52.	Relocation	EXT 378		ABMR	FSD 15		Ad hoc. One month prior to departure.
	(a) Inventory of Personal Effects						
	(b) Shipping Details for Outgoing Shipment of Personal Effects	Telex		ABMR	FSD 15		Following removal of personal effects.
	(c) List of Advances Issued to Employee Prior to Departure	Telex		ABMR	FSD 15		Following departure of employee.
	(d) Acknowledgement of Personal Effects	Telex		ABMR	FSD 15		Following arrival of personal effects.
53.	Remittance Statement	EXT 20					See item 19 (k).
54.	Resignation or Retirement of Employees	Telegram			Pers Div/ ABP	PA 8.12.2	Ad Hoc. To stream management division and ABP. Include effective date of res. or ret. and last day on duty.
55.	Security						
	(a) Annual threat and risk assessment	Letter and Questionnaire	JAN 15	FEB 1	ISSN		Questionnaire provided by ISS.
	(b) Head Guard's or Security Manager's Report		OCT 1 DEC 31 MAR 30 JUN 30	OCT 10 JAN 10 APR 10 JUL 10	ISS	SI 7	Quarterly.
	(c) Mission	Letter			ISS		When circumstances warrant.
	(d) Mission Periodic Return	Letter	JUN 15	JUL 1	ISS	SI 8.4.2	Annual.
	(e) Personal Safety Contingency Plan	Document	JUN 15	JUL 1	ISS	SI 9.2.5	Annual or as required.
56.	Statement of Ordinary Residence of Public Service Elector	Form 18			ABM		Ad Hoc. As required per the Canada Election Act Special Voting Rules.
57.	Telecommunications						
	(a) Appointment Certificate for COMSEC Custodians	EXT 688	As required		MSX		On change of COMSEC, alternate or relief custodians.

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
(b)	CDCS EL Inspection Trip Reports	Letter	As required		MSX		On occasion of each technical inspection trip.
(c)	CDCS EL Installation Reports	Letter	As required		MST		On occasion of each installation or technical inspection trip.
(d)	CDCS EL Maintenance Reports	Letter	As required		Responsible RTM Reporting Centre, mission visited, and MST		On occasion of each regional maintenance trip.
(e)	CDCS EL Quarterly Report	Letter	OCT 1 DEC 31 APR 1 JUL 2	OCT 30 JAN 30 APR 30 JUL 30	MST		Quarterly. From missions with resident ELs.
(f)	CDCS EL Technical Security Equipment Inventory	Letter	When requested		MSX		Annually from missions with resident technical inspector/EL.
(g)	CDCS EL Test Equipment Inventory	Letter	MAR 1	APR 1	MST		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
(h)	CDCS EL Tool Inventory	Letter	MAR 1	APR 1	MST		Annual, from missions with resident ELs, covering all missions within their technical responsibility.
(i)	Certificate of Custody	EXT 300	As required		MSX		On appointment of new COMSEC, alternate or relief custodians.
(j)	Certificate of Destruction	EXT 608	3rd working day of month	Submit as per courier schedule	MSX		Monthly and as required.
(k)	Communication Services Expenditures	EXT 474	Submit as per courier schedule	Submit as per courier schedule	MST		Monthly.
(l)	Inventory of Comsec Accountable Materiel	Letter			MSX		Annual.

MISSION ANNUAL DIARY – ALPHABETICAL LIST OF REPORTS

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(m) Monthly Traffic Report	EXT 592	5th working day of month	Submit as per courier schedule	MST		Monthly.
	(n) Transfer and Receipt Voucher	EXT 606	As required		Responsible centre, MST, or MSX		On transfer of accountable communications materiel.
58.	Tourism Budget Expenditure Report	Telex		5th working day of month	Geographic Bureau	Tel UAM 0472 MAR 23 1988	Monthly expenditures to be reported on a segment by segment basis.
59.	Trade Intelligence for Canadian Exporters	Telex			BFC		Ad Hoc. For inclusion in CanadExport.
60.	Trade Promotion Forecast						
	(a) Investment Development Program Mission Initiatives	Listing	OCT 9	OCT 31	TPE		Annual. Reporting format provided with Mission Plan Circ. Report to include activities, events, locations by sectors. Copy to Geographic Division.
	(b) Missions and Visits – Next fiscal year	Telegram			TPE		As required.
	(c) Technology Inflow Program (TIP)	Listing	OCT 9	OCT 31	TPE		Annual. Reporting format provided with Mission Plan Circ. Report to include activities, events, locations by sectors. Copy to Geo. Div.
	(d) Trade Fairs and Major Missions – Next fiscal year plus one	Listing	OCT 19	OCT 31	TPE	CD	Annual. Reporting format provided with Mission Plan Circ. Report to include dates, location and products to be marketed. Copy to Geo. Div.
61.	Travel						
	(a) Authority and Advance	EXT 354					See item 19 (g)(xiv).
	(b) Expense Claims	EXT 160					See item 19 (g)(xv).

ITEM NO.	REPORT/SUBMISSION	FORMAT	SUBMISSION DATE (MISSION)	DATE DUE IN OTTAWA	TO: HQ AGENCY	REFERENCES	REMARKS
	(c) Report on First Class travel	Letter or Telegram			ABMT	TB 370	Ad Hoc.
62.	Undertaking to Repay	EXT 454					See item 19 (g)(xvi).
63.	Visits and Special Events	Letter			Prog. Div	PA 3.6.4	Ad Hoc. Copy BPF.
64.	Visits by Distinguished Canadians	Letter			Prog. Div	PA 3.5.3	Ad Hoc. Copy Pol. Div and BPF.
65.	Worker's Compensation	Form 7			ABPS	LES 1&2, 4.2.12	Ad Hoc.

MON	31 AUG	TUE	1 SEPT	WED	2 SEPT	THU	3 SEPT	FRI	4 SEPT	SAT	5 SEPT
<ul style="list-style-type: none"> — OCCUPATIONAL HEALTH AND SAFETY: MINUTES — LEAVE AND MONTHLY ATTENOANCE REPORT 	<ul style="list-style-type: none"> — CURRENCY CONVERSION: EXCHANGE RATE SUMMARY — FINANCE: VERIFICATION OF CASH ACCOUNT OR PETTY CASH ADVANCE — LES: DEDUCTION SHEETS — IMMIGRATION: MONTHLY OPERATIONAL REPORT — OVERTIME — TOURISM: BUOGET EXPENDITURE REPORT 			<ul style="list-style-type: none"> — TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 		<ul style="list-style-type: none"> — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA 					
										EVENING	
										SUN	6 SEPT
EVENING	EVENING	EVENING		EVENING		EVENING		EVENING			

MON	7 SEPT	TUE	8 SEPT	WED	9 SEPT	THU	10 SEPT	FRI	11 SEPT	SAT	12 SEPT
LABOUR DAY	<ul style="list-style-type: none"> - CONSULAR: CONSULAR REPORT, REGISTRATION CARDS - FINANCE: MISSION FINANCIAL - RETURNS - PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS - TELECOMMUNICATIONS: TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES 			<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 							
						EVENING					
						SUN	13 SEPT				
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING						

MON	14 SEPT	TUE	15 SEPT	WED	16 SEPT	THU	17 SEPT	FRI	18 SEPT	SAT	19 SEPT
		— APPRAISAL REPORTS: AS — HONORARY CONSULS REPORTS				— PRESS REPORT		— FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	21 SEPT	TUE	22 SEPT	WED	23 SEPT	THU	24 SEPT	FRI	25 SEPT	SAT	26 SEPT
- OFFICIAL LANGUAGES: APPOINTMENT OF PROGRAM OFFICER								- FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	27 SEPT

MON 28 SEPT	TUE 29 SEPT	WED 30 SEPT	THU 1 OCT	FRI 2 OCT	SAT 3 OCT
		<ul style="list-style-type: none"> — OCCUPATIONAL HEALTH AND SAFETY MINUTES — LEAVE AND MONTHLY ATTENDANCE REPORT — FINANCE: FORCECAST REPORTS — FIRE: EMERGENCY EVACUATION DRILLS AND STAFF TRAINING 	<ul style="list-style-type: none"> — CURRENCY CONVERSION: EXCHANGE RATE SUMMARY — SECURITY: HEAD GUARD'S OR SECURITY MANAGER'S REPORT — TELECOMMUNICATIONS: EL QUARTERLY REPORT — CULTURAL RELATIONS: CULTURAL CENTRE ACTIVITY REPORT, PROJECT AUTHORIZATION AND EXPENDITURE REPORT — ACCOMMODATION: DEFICIENCY ADJUSTMENT, REVIEW BY HOM — IMMIGRATION: MONTHLY OPERATIONAL REPORT — LES: DEDUCTION SHEETS — OVERTIME — TOURISM: BUDGET EXPENDITURE REPORT 	<ul style="list-style-type: none"> — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA — MISSION OPERATIONAL PLAN 	<div data-bbox="1312 539 1547 638" style="border: 1px solid black; padding: 5px; text-align: center;">EVENING</div> <div data-bbox="1312 638 1547 718" style="border: 1px solid black; padding: 5px; text-align: center;"> SUN 4 OCT </div>
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING

MON	5 OCT	TUE	6 OCT	WED	7 OCT	THU	8 OCT	FRI	9 OCT	SAT	10 OCT
<ul style="list-style-type: none"> - TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 				<ul style="list-style-type: none"> - FINANCE: MISSION FINANCIAL RETURNS - TELECOMMUNICATIONS: TRAFFIC REPORT COMMUNICATIONS EXPENDITURES - CONSULAR: CONSULAR REPORT, REGISTRATION CARDS - PASSPORT: MONTHLY INVENTORIES, RECDRDS AND REPORTS - CONFLICT OF INTEREST: REPORT ON ACCEPTANCE OF TRANSPORTATION AND ACCOMMODATION 				<ul style="list-style-type: none"> - FINANCE: MISSION BUDGET PROPOSALS - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - TRADE PROMOTION FORCECAST: INVESTMENT DEVELOPMENT PROGRAM MISSION INITIATIVES, TIP 		<p>EVENING</p>	
<p>EVENING</p>		<p>EVENING</p>		<p>EVENING</p>		<p>EVENING</p>		<p>EVENING</p>		<p>EVENING</p>	
											<p>11 OCT</p>
											<p>SUN</p>

MON 12 OCT	TUE 13 OCT	WED 14 OCT	THU 15 OCT	FRI 16 OCT	SAT 17 OCT
<p>THANKSGIVING DAY</p>			<ul style="list-style-type: none"> — HONORARY CONSULS REPORTS — APPRAISAL REPORTS: GS-PRC, ST-SCY — FIRE: INSPECTION — EDUCATION ALLOWANCE: PROPOSALS — LES: ESTIMATES OF SOCIAL SECURITY CONTRIBUTIONS 	<ul style="list-style-type: none"> — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA 	<p>EVENING</p>
<p>EVENING</p>	<p>EVENING</p>	<p>EVENING</p>	<p>EVENING</p>	<p>EVENING</p>	<p>EVENING</p>

SUN 18 OCT

MON	19 OCT	TUE	20 OCT	WED	21 OCT	THU	22 OCT	FRI	23 OCT	SAT	24 OCT	
<ul style="list-style-type: none"> - PRESS REPORT - TRADE PROMOTION FORECAST: TRADE FAIRS AND MAJOR MISSIONS - NEXT FISCAL YEAR PLUS ONE 		<ul style="list-style-type: none"> - CANADA SAVINGS BOND REPORT 						<ul style="list-style-type: none"> - INITIATIVE FUND: SEMESTRIAL SUMMARY - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 				
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING		
										EVENING	SUN	25 OCT

MON	26 OCT	TUE	27 OCT	WED	28 OCT	THU	29 OCT	FRI	30 OCT	SAT	31 OCT
								<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - MISSION REPORT - DND: ESTIMATE FORCECAST HOSPITALITY FUNDS, CYCLICAL REVIEW - HOSP. FUNDS - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - LEAVE AND MONTHLY ATTENDANCE REPORT 			
									EVENING		
										SUN	1 NOV
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	2 NOV	TUE	3 NOV	WED	4 NOV	THU	5 NOV	FRI	6 NOV	SAT	7 NOV
<ul style="list-style-type: none"> — CURRENCY CONVERSION: ANNUAL CURRENCY CONVERSION REPORT EXCHANGE RATE SUMMARY — IMMIGRATION: MDNTHLY OPERATIONAL REPORT — LES: DEDUCTION SHEETS — OVERTIME — TOURISM: BUDGET EXPENDITURE REPORT 				<ul style="list-style-type: none"> — TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 			<ul style="list-style-type: none"> — FINANCE: MISSION FINANCIAL RETURNS — TELECOMMUNICATIONS: TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES — CONSULAR: CONSULAR REPORT, REGISTRATION CARDS — PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA 				
EVENING	EVENING		EVENING		EVENING		EVENING		EVENING		
										SUN	8 NOV

MON	9 NOV	TUE	10 NOV	WED	11 NOV	THU	12 NOV	FRI	13 NOV	SAT	14 NOV
				REMEMBRANCE DAY				— FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA			
										SUN	15 NOV
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	16 NOV	TUE	17 NOV	WED	18 NOV	THU	19 NOV	FRI	20 NOV	SAT	21 NOV
- HONORARY CONSULS REPORTS		- PRESS REPORT						- FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	22 NOV

MON 23 NOV	TUE 24 NOV	WED 25 NOV	THU 26 NOV	FRI 27 NOV	SAT 28 NOV	28 NOV
				- FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA		
					EVENING	
					SUN	29 NOV
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	

MON	30 NOV	TUE	1 DEC	WED	2 DEC	THU	3 DEC	FRI	4 DEC	5 DEC	SAT	6 DEC
<ul style="list-style-type: none"> - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - LEAVE AND MONTHLY ATTENDANCE REPORT 	<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE SUMMARY - IMMIGRATION: MONTHLY OPERATIONAL REPORT - OVERTIME - LES: DEDUCTION SHEETS - FINANCE: VERIFICATION OF CASH ACCOUNT OR PETTY CASH ADVANCE - TOURISM: BUDGET EXPENDITURE REPORT 			<ul style="list-style-type: none"> - TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 		<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 						
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING

MON	7 DEC	TUE	8 DEC	WED	9 DEC	THU	10 DEC	FRI	11 DEC	SAT	12 DEC
<ul style="list-style-type: none"> - PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS - CONSULAR: CONSULAR REPORT, REGISTRATION CARDS - FINANCE: MISSED FINANCIAL RETURNS - TELECOMMUNICATIONS: TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES 	<ul style="list-style-type: none"> - DND: CYCLICAL REV. TD AND MISC. EXPENDITURES 					<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 			EVENING		
									SUN	13 DEC	
								EVENING	EVENING	EVENING	EVENING

MON	14 DEC	TUE	15 DEC	WED	16 DEC	THU	17 DEC	FRI	18 DEC	SAT	19 DEC
— HONORARY CONSULS REPORTS				— PRESS REPORT				— HOLIDAYS DBSERVED AT MISSIONS — HOTELS: INFORMATION — MEAL CHARGES — MEDICAL FICILITIES — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	
										20 DEC	

MON	21 DEC	TUE	22 DEC	WED	23 DEC	THU	24 DEC	FRI	25 DEC	SAT	26 DEC
						— FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA		CHRISTMAS DAY			
										EVENING	
										SUN	27 DEC
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	28 DEC	TUE	WED	30 DEC	THU	31 DEC	FRI	1 JAN	SAT	2 JAN
BOXING DAY HOLIDAY		- OCCUPATIONAL HEALTH AND SAFETY: MINUTES	- FINANCE: FORECAST REPORTS - SECURITY: HEAD GUARD'S OR SECURITY MANAGER'S REPORT - TELECOMMUNICATIONS: EL QUARTERLY REPORT - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - LEAVE AND MONTHLY ATTENDANCE REPORT	NEW YEAR'S DAY						
						EVENING				
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	SUN	3 JAN			

MON 4 JAN	TUE 5 JAN	WED 6 JAN	THU 7 JAN	FRI 8 JAN	SAT 9 JAN		
<ul style="list-style-type: none"> — CULTURAL RELATIONS: CULTURAL CENTRE ACTIVITY REPORT, DISCRETIONARY GRANTS IN ACADEMIC OR CULTURAL FIELD, PROJECT AUTHORIZATION AND EXPENDITURE REPORT — CURRENCY CONVERSION: EXCHANGE RATE SUMMARY — IMMIGRATION: MONTHLY OPERATIONAL REPORT — LES: DEDUCTION SHEETS — OVERTIME — TOURISM: BUDGET EXPENDITURE REPORT 		<ul style="list-style-type: none"> — TELECOMMUNICATIONS CERTIFICATE OF DESTRUCTION 		<ul style="list-style-type: none"> — CONSULAR: CONSULAR REPORT, REGISTRATION CARDS — FINANCE: MISSION FINANCIAL RETURNS — TELECOMMUNICATIONS: TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES — CONFLICT OF INTEREST: REPORT ON ACCEPTANCE OF TRANSPORTATION AND ACCOMMODATION — PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA 			
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING		
					<table border="1"> <tr> <td data-bbox="1308 635 1479 715">SUN</td> <td data-bbox="1479 635 1552 715">10 JAN</td> </tr> </table>	SUN	10 JAN
SUN	10 JAN						

MON	11 JAN	TUE	12 JAN	WED	13 JAN	THU	14 JAN	FRI	15 JAN	SAT	16 JAN
								<ul style="list-style-type: none"> — APPRAISAL REPORTS: CR — HONORARY CONSULS REPORTS — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA — SECURITY: ANNUAL THREAT AND RISK ASSESSMENT 			
										EVENING	
										SUN	
										17 JAN	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	18 JAN	TUE	19 JAN	WED	20 JAN	THU	21 JAN	FRI	22 JAN	SAT	23 JAN
<ul style="list-style-type: none"> — OFFICIAL LANGUAGES: MISSION PLAN — PRESS REPORT 						<ul style="list-style-type: none"> — DND: ANNUAL DOCUMENT ACCOUNTING REPDRT 		<ul style="list-style-type: none"> — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA — DND: PERIODIC REPORT ON ACTIVITIES 			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	24 JAN

MON	25 JAN	TUE	26 JAN	WED	27 JAN	THU	28 JAN	FRI	29 JAN	SAT	30 JAN
								<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - LEAVE AND MONTHLY ATTENDANCE REPORT 			
										SUN	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	1 FEB	TUE	2 FEB	WED	3 FEB	THU	4 FEB	FRI	5 FEB	SAT	6 FEB		
<ul style="list-style-type: none"> - GAZOLINE COSTS - LES: DEDUCTION SHEETS - OVERTIME - IMMIGRATION: MONTHLY OPERATIONAL REPORT - CURRENCY CONVERSION: EXCHANGE RATE SUMMARY - TOURISM: BUDGET EXPENDITURE REPORT 				<ul style="list-style-type: none"> - TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 				<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - CONSULAR: CONSULAR REPORT, REGISTRATION CARDS - FINANCE: MISSION FINANCIAL RETURNS - TELECOMMUNICATIONS: TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES - PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS 				EVENING	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING			
										SUN		7 FEB	

MON	8 FEB	TUE	9 FEB	WED	10 FEB	THU	11 FEB	FRI	12 FEB	SAT	13 FEB
								<ul style="list-style-type: none"> - HONORARY CONSULS REPORTS - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 			
								EVENING			
								SUN	14 FEB		
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON 15 FEB	TUE 16 FEB	WED 17 FEB	THU 18 FEB	FRI 19 FEB	SAT 20 FEB	SUN 21 FEB
<ul style="list-style-type: none"> - APPRAISAL REPORTS: GS-MES - PRESS REPORT 				<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 		
					EVENING	
					SUN	21 FEB
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	

MON	22 FEB	TUE	23 FEB	WED	24 FEB	THU	25 FEB	FRI	26 FEB	SAT	27 FEB
								<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - LEAVE AND MONTHLY ATTENDANCE REPORT 			
									EVENING		
										SUN	28 FEB
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING						

MON	1 MAR	TUE	2 MAR	WED	3 MAR	THU	4 MAR	FRI	5 MAR	SAT	6 MAR
<ul style="list-style-type: none"> — FINANCE: VERIFICATION OF CASH ACCOUNT OR PETTY CASH ADVANCE — LES: DEDUCTION SHEETS — TELECOMMUNICATIONS: TEST EQUIPMENT INVENTORY, TOOL INVENTORY (MISSIONS WITH RESIDENT EL ONLY), INVENTORY OF COMSEC ACCOUNTABLE MATERIAL — IMMIGRATION: MONTHLY OPERATIONAL REPORT — OVERTIME — CURRENCY CONVERSION: EXCHANGE RATE SUMMARY — OCCUPATIONAL HEALTH AND SAFETY: COMMITTEE REPORTS — TOURISM: BUDGET EXPENDITURE REPORT 				<ul style="list-style-type: none"> — TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 				<ul style="list-style-type: none"> — CONSULAR: CONSULAR REPORT, REGISTRATION CARDS — FINANCE: MISSION FINANCIAL RETURNS — TELECOMMUNICATIONS: TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES — PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA 			
										<p style="text-align: center;">EVENING</p>	
											<p style="text-align: center;">SUN</p> <p style="text-align: right;">7 MAR</p>
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	8 MAR	TUE	9 MAR	WED	10 MAR	THU	11 MAR	FRI	12 MAR	SAT	13 MAR
								<ul style="list-style-type: none"> — HONORARY CONSULS REPORTS — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA 			
										EVENING	
										SUN	14 MAR
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING					

MON	15 MAR	TUE	16 MAR	WED	17 MAR	THU	18 MAR	FRI	19 MAR	SAT	20 MAR
- INFORMATION: MISSION PUBLICATIONS REPORT						- PRESS REPORT		- FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
EVENING		EVENING		EVENING		EVENING		EVENING		SUN	
EVENING		EVENING		EVENING		EVENING		EVENING			

MON	22 MAR	TUE	23 MAR	WED	24 MAR	THU	25 MAR	FRI	26 MAR	SAT	27 MAR
								— FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA			
										EVENING	
										SUN	
										28 MAR	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	29 MAR	TUE	30 MAR	WED	31 MAR	THU	1 APR	FRI	2 APR	SAT	3 APR
	<ul style="list-style-type: none"> - SECURITY: HEAD GUARD'S OR SECURITY MANAGER'S REPORT 	<ul style="list-style-type: none"> - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - LEAVE AND MONTHLY ATTENDANCE REPORT - FINANCE: FORECAST REPORTS - FIRE: EMERGENCY EVACUATION DRILLS AND STAFF TRAINING 		<ul style="list-style-type: none"> - CULTURAL RELATIONS: CULTURAL CENTRE ACTIVITY REPORT, DISCRETIONARY GRANTS IN ACADEMIC OR CULTURAL FIELD, PROJECT AUTHORIZATION AND EXPENDITURES REPORT - TELECOMMUNICATIONS: EL QUARTERLY REPORT - CURRENCY CONVERSION: EXCHANGE RATE SUMMARY - LES: DEDUCTION SHEETS - OVERTIME - IMMIGRATION: MONTHLY OPERATIONAL REPORT - ACCOMMODATION: LIST OF SQs OCCUPIED, APPLICATION FOR ASSISTANCE, DEFICIENCY ADJUSTMENT: REVIEW BY HOM 		<ul style="list-style-type: none"> - INFORMATION: ANNUAL SUMMARY - TOURISM: BUDGET EXPENDITURE REPORT - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - LEAVE: FINAL SUBMISSION 			EVENING		
EVENING	EVENING	EVENING		EVENING		EVENING		EVENING			
<div style="display: flex; justify-content: space-between;"> EXTERNAL AFFAIRS AND INTERNATIONAL TRADE CANADA MIRA MISSION ANNUAL DIARY 1992 / 1993 </div>											

SUN	4 APR
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MON	5 APR	TUE	6 APR	WED	7 APR	THU	8 APR	FRI	9 APR	SAT	10 APR	
<ul style="list-style-type: none"> - FOREIGN LANGUAGE TRAINING: EXPENDITURE REPORT - TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 				<ul style="list-style-type: none"> - FINANCE: MISSIONS FINANCIAL RETURNS - CONSULAR: CONSULAR REPORT, REGISTRATION CARDS - CONFLICT OF INTEREST: REPORT ON ACCEPTANCE OF TRANSPORTATION AND ACCOMMODATION - PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS - TELECOMMUNICATIONS: MONTHLY TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES 		<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - LEAVE: ANNUAL TELEGRAPHIC REPORT ON LEAVE 		GOOD FRIDAY				
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING		
										SUN	11 APR	
										EASTER SUNDAY		
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING		

MON	12 APR	TUE	13 APR	WED	14 APR	THU	15 APR	FRI	16 APR	SAT	17 APR
EASTER MONDAY	— OFFICIAL LANGUAGES: IMPLEMENTATION OF MISSION PLAN		<ul style="list-style-type: none"> — APPRAISAL REPORTS: EL — ASSESSMENT OF HONORARY CONSULS — INITIATIVE FUND ANNUAL REPORT 	<ul style="list-style-type: none"> — HONORARY CONSULS REPORTS — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA 							
							EVENING				
							SUN	18 APR			
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING						

MON	19 APR	TUE	20 APR	WED	21 APR	THU	22 APR	FRI	23 APR	SAT	24 APR
- PRESS REPORT				- DISPOSAL OF OBSOLETE RECORDS				- FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - OFFICIAL LANGUAGES: TRAINING PROVIDED			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	

MON	26 APR	TUE	27 APR	WED	28 APR	THU	29 APR	FRI	30 APR	SAT	1 MAY
						<ul style="list-style-type: none"> — APPRAISAL REPORTS: FI, PE 		<ul style="list-style-type: none"> — OCCUPATIONAL HEALTH AND SAFETY: MINUTES — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA — HOSPITALITY: ANNUAL REPORT — LEAVE AND MONTHLY ATTENDANCE REPORT 			
										EVENING	
										SUN	2 MAY
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	3 MAY	TUE	4 MAY	WED	5 MAY	THU	6 MAY	FRI	7 MAY	SAT	8 MAY
<ul style="list-style-type: none"> — CURRENCY CONVERSION: EXCHANGE RATE SUMMARY — IMMIGRATION: MONTHLY OPERATIONAL REPORT — OVERTIME — LES: DEDUCTION SHEETS — TOURISM: BUDGET EXPENDITURE REPORT 		<ul style="list-style-type: none"> — TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION — DND: ANNUAL REPORT ON HOSPITALITY 		<ul style="list-style-type: none"> — CONSULAR: CONSULAR REPORT, REGISTRATION CARDS — FINANCE: REMITTANCE STATEMENT — FINANCE: MISSION FINANCIAL RETURNS — FINANCE: TELEGRAPHIC INPUT DATA — PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS — TELECOMMUNICATIONS: TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES 							
							EVENING				
					SUN	9 MAY					
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING						

MON	10 MAY	TUE	11 MAY	WED	12 MAY	THU	13 MAY	FRI	14 MAY	SAT	15 MAY
								<ul style="list-style-type: none"> - FIRE: INSPECTION - ACCOMMODATION: WORKS OF ART INVENTORY - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - HONORARY CONSULS REPORTS 			
										EVENING	
										SUN	16 MAY
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	17 MAY	TUE	18 MAY	WED	19 MAY	THU	20 MAY	FRI	21 MAY	SAT	22 MAY
— PRESS REPORT								— FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	23 MAY

MON 24 MAY	TUE 25 MAY	WED 26 MAY	THU 27 MAY	FRI 28 MAY	SAT 29 MAY
VICTORIA DAY				<ul style="list-style-type: none"> - CONFLICT OF INTEREST REVIEW COMPLIANCE WITH CODE FOR PUBLIC SERVICE - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 	
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING
					SUN 30 MAY

MON	31 MAY	TUE	1 JUNE	WED	2 JUNE	THU	3 JUNE	FRI	4 JUNE	SAT	5 JUNE	
<ul style="list-style-type: none"> - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - LEAVE AND MONTHLY ATTENDANCE REPORT 		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE SUMMARY - IMMIGRATION: MONTHLY OPERATIONAL REPORT - OVERTIME - FINANCE: VERIFICATION OF CASH ACCOUNT OR PETTY CASH ADVANCE - LES: OEDUCTION SHEETS - TOURISM: BUDGET EXPENDITURE REPORT 				<ul style="list-style-type: none"> - TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 		<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 				
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING		
										SUN	6 JUNE	

MON	7 JUNE	TUE	8 JUNE	WED	9 JUNE	THU	10 JUNE	FRI	11 JUNE	SAT	12 JUNE
<ul style="list-style-type: none"> - CONSULAR: CONSULAR REPORT, REGISTRATION CARDS - FINANCE: MISSION FINANCIAL RETURNS - PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS - TELECOMMUNICATIONS: TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES 		<ul style="list-style-type: none"> - DND: CYCLICAL REV. - TD AND MISC. EXPENDITURES 						<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	13 JUNE

MON	14 JUNE	TUE	15 JUNE	WED	16 JUNE	THU	17 JUNE	FRI	18 JUNE	SAT	19 JUNE	
<ul style="list-style-type: none"> - HONORARY CONSULS REPORT 	<ul style="list-style-type: none"> - SECURITY: MISSION PERIODIC RETURN, PERSONAL SAFETY CONTINGENCY PLAN 		<ul style="list-style-type: none"> - PRESS REPORT 	<ul style="list-style-type: none"> - FINANCE: PRICE INCREASE INFORMATION - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - FINANCE: LES SALARY FORECAST 			EVENING	EVENING	EVENING	EVENING	EVENING	EVENING
										EVENING		
										SUN	20 JUNE	

MON 21 JUNE	TUE 22 JUNE	WED 23 JUNE	THU 24 JUNE	FRI 25 JUNE	SAT 26 JUNE	
<ul style="list-style-type: none"> - MOTOR VEHICLE: OPERATING REPORT RECAP 	<ul style="list-style-type: none"> - EDUCATION ALLOWANCE: SCHOOL FEE SCHEDULE - MEAL CHARGES 			<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 		
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	
					SUN	27 JUNE
EVENING						

MON	28 JUNE	TUE	WED	30 JUNE	THU	1 JULY	FRI	2 JULY	SAT	3 JULY
			<ul style="list-style-type: none"> — OCCUPATIONAL HEALTH AND SAFETY: MINUTES — SECURITY: HEAD GUARD'S OR SECURITY MANAGER'S REPORT — LEAVE AND MONTHLY ATTENDANCE REPORT 		CANADA DAY		<ul style="list-style-type: none"> — CULTURAL RELATIONS: CULTURAL CENTRE ACTIVITY REPORT, PROJECT AUTHORIZATION AND EXPENDITURE REPORT — FINANCE: REMITTANCE STATEMENT — IMMIGRATION: MONTHLY OPERATIONAL REPORT — FINANCE: TELEGRAPHIC INPUT DATA — CURRENCY CONVERSION: EXCHANGE RATE SUMMARY — LES: DEDUCTION SHEETS — OVERTIME — TELECOMMUNICATIONS: EL QUARTERLY REPORT — TOURISM: BUDGET EXPENDITURE REPORT 		EVENING	
									SUN	4 JULY
									EVENING	
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING					

MON	5 JULY	TUE	6 JULY	WED	7 JULY	THU	8 JULY	FRI	9 JULY	SAT	10 JULY	
<ul style="list-style-type: none"> - DND: BUDGET ESTIMATES - TD AND MISC. EXPENDITURES 		<ul style="list-style-type: none"> - TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 				<ul style="list-style-type: none"> - FINANCE: MISSION FINANCIAL RETURNS - CONSULAR: CONSULAR REPORT, REGISTRATION CARDS - TELECOMMUNICATIONS: TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES - CONFLICT OF INTEREST: REPORT ON ACCEPTANCE OF TRANSPORTATION AND ACCOMMODATION - PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPORTS 		<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 				
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING		
										SUN	11 JULY	

MON	12 JULY	TUE	13 JULY	WED	14 JULY	THU	15 JULY	FRI	16 JULY	SAT	17 JULY	
						<ul style="list-style-type: none"> - HONORARY CONSULS REPORTS - APPRAISAL REPORTS: CM 		<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT OATA 				
										EVENING		
										SUN		18 JULY
										EVENING		
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING		

MON	19 JULY	TUE	20 JULY	WED	21 JULY	THU	22 JULY	FRI	23 JULY	SAT	24 JULY
- PRESS REPORT								- FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA - EDUCATION ALLOWANCE: CLAIM			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	
										25 JULY	

MON	26 JULY	TUE	27 JULY	WED	28 JULY	THU	29 JULY	FRI	30 JULY	SAT	31 JUL
								<ul style="list-style-type: none"> – OCCUPATIONAL HEALTH AND SAFETY: MINUTES – FINANCE: REMITTANCE STATEMENT – FINANCE: TELEGRAPHIC INPUT DATA – LEAVE AND MONTHLY ATTENDANCE REPORT 			
										EVENING	
										SUN	1 AUG
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING						

MON 2 AUG	TUE 3 AUG	WED 4 AUG	THU 5 AUG	FRI 6 AUG	SAT 7 AUG	7 AUG
CIVIC HOLIDAY	<ul style="list-style-type: none"> — CURRENCY CONVERSION; EXCHANGE RATE SUMMARY — IMMIGRATION: MONTHLY OPERATIONAL REPORT — OVERTIME — LES: DEDUCTION SHEETS — TOURISM: BUDGET EXPENDITURE REPORT 		<ul style="list-style-type: none"> — TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 	<ul style="list-style-type: none"> — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA 		
					EVENING	
					SUN	8 AUG
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	

MON	9 AUG	TUE	10 AUG	WED	11 AUG	THU	12 AUG	FRI	13 AUG	SAT	14 AUG
<ul style="list-style-type: none"> - CONSULAR: CONSULAR REPORT, REGISTRATION CARDS - FINANCE: MISSIDN FINANCIAL RETURNS - PASSPORT: MONTHLY INVENTORIES, RECORDS AND REPDRTS - TELECOMMUNICATIONS TRAFFIC REPORT, COMMUNICATIONS EXPENDITURES 								<ul style="list-style-type: none"> - APPRAISAL REPORTS: CO, EX, FS - HEAD OF MISSION NARRATIVE SUMMARY - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA 			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										<div style="text-align: center;">SUN</div>	
										15 AUG	

MON	16 AUG	TUE	17 AUG	WED	18 AUG	THU	19 AUG	FRI	20 AUG	SAT	21 AUG
- HONORARY CONSULS REPORTS				- PRESS REPORT				- LIBRARY SUBSCRIPTIONS - FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA			
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	22 AUG
EVENING											

MON	23 AUG	TUE	24 AUG	WED	25 AUG	THU	26 AUG	FRI	27 AUG	SAT	28 AUG
								- FINANCE: REMITTANCE STATEMENT - FINANCE: TELEGRAPHIC INPUT DATA			
										EVENING	
										SUN	29 SEPT
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

MON	30 AUG	TUE	31 AUG	WED	1 SEPT	THU	2 SEPT	FRI	3 SEPT	SAT	4 SEPT		
		<ul style="list-style-type: none"> — OCCUPATIONAL HEALTH AND SAFETY: MINUTES — LEAVE AND MONTHLY ATTENDANCE REPORT 	<ul style="list-style-type: none"> — LES: DEDUCTION SHEETS — OVERTIME — IMMIGRATION: MONTHLY OPERATIONAL REPORT — CURRENCY CONVERSION: EXCHANGE RATE SUMMARY — TOURISM: BUDGET EXPENDITURE REPORT 		<ul style="list-style-type: none"> — FINANCE: REMITTANCE STATEMENT — FINANCE: TELEGRAPHIC INPUT DATA — TELECOMMUNICATIONS: CERTIFICATE OF DESTRUCTION 			EVENING		SUN		5 SEPT	
		EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

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