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Department of Foreign Affairs
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Ministère des Affaires étrangères
et du Commerce international

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Mission Diary

1999 – 2000

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Dept. of External Affairs
Min. des Affaires extérieures
OTTAWA
SEP 21 1999

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FAIT 1 SUPP-1

MISSION DIARY

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FROM SEPTEMBER 1, 1999 TO AUGUST 31, 2000

MISSION DIARY

INTRODUCTION

COMPOSITION

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

DESK CALENDAR

2. The Desk Calendar covers the period from September 1 of the current year to August 31 of the following year. It shows the various reports that missions are required to submit to Headquarters. These reports are entered on the calendar on the dates they are to be prepared. These dates are provided for guidance only, as not all reports have the same preparation time and as some are prepared on a day-to-day basis. Therefore, in many cases, they represent the date on which the responsible officer must gather the necessary data and finalize the report.

3. The letter A, B, C or D is indicated after each item to identify the type of report: A = As required reports; B = Reports that ALL missions must provide; C = Reports that small missions are NOT expected to complete; D = Reports to be completed by the Hub. A small mission is defined as one that has no more than 10 Program Officers (CBS and LES), including OGD staff.

4. Space is provided on the Desk Calendar for noting appointments, local holidays, memos, and for personal use.

LIST OF REPORTS

5. The List of Reports includes all reports shown on the Desk Calendar, plus "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 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 List sorts the reports in alphabetical order under the following categories: Consular Affairs, Environment, Financial Management, Personnel, Physical Resources, Records Management and Security. The first column indicates by the letter A, B, C or D the type of reports, their frequency, and who should be preparing them.

7. The List indicates the preparation dates (used to set up the Calendar), as well as the dates on which the reports are due in Ottawa. The period between the two dates should be sufficient to allow for the timely submission of reports, although it depends on the transmission mode used. Where the transit time from a mission is longer than average, the mission must make the necessary adjustments so that the reports reach Ottawa by the due date given in the List of Reports.

8. The List 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 SXC Publications and SMP.

9. 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 to be sent by diplomatic bag, missions need only indicate the departmental symbols for those recipients in the distribution column of the covering letter with the notation "By Ottawa", and the copies and distribution will be made at Headquarters.

10. Information provided in the "References" column of the List 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.

AMENDMENT PROCEDURE

11. Missions are requested to bring to the attention of the Department (SXC Publications and SMP) suggestions for reports that 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.

12. The Mission Annual Diary is part of the Departmental Manuals System and as such is issued as a Supplement to the Summary Manual (FAIT 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 FAIT 1. As this manual is not yet published, the following are some of the basic principles applying to the Diary:

- (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 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 SMP and SXC Publications.
- (c) SMP is responsible for co-ordinating the annual review.

- (d) SXC Publications is responsible for:
- (i) editing and formatting all submissions from divisions;
 - (ii) printing production; and
 - (iii) distributing the Diary and any necessary amendments between editions.

13. In summary, authorities proposing amendments to the List of Reports should submit their proposals to the division listed in column 6, to SMP and to SXC Publications.

REFERENCE NUMBERING SYSTEM

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

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

15. The manual designators used are:

- CI – Consular Instructions;
- CC – Correspondence and Communications;
- FINEX – FINEX Manual;

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- FM – Financial Management;
- FSD – Foreign Service Directives;
- HR – Human Resources;
- LES – Locally-Engaged Staff;
- MM – Materiel Management;
- PM – Property Management;
- PROT – Protocol;
- SI – Security Instructions;
- TBCON – Treasury Board, Contracting Volume.

Examples of Reference Numbering System

16. 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) CI Vol. 2XI – Manual of Consular Instructions, Volume 2, Annex “XI”.

Other References Used

17. References used that are additional to those shown above are:

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- (a) TB (& number) – Treasury Board Minutes or Directives;
- (b) CD (& number/year) – Circular Document;
- (c) FAA – Financial Administration Act; and
- (d) FSD (& number) – Foreign Service Directive.

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

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
	CONSULAR AFFAIRS						
	Consular						
B	(a) Consular Management Information Program - Monthly Report	COSMOS or EXT 1064 (97/12)	5th working day of each month		JPDS	COMIP user guide; JPDC 0541 memo dated DEC. 18/97	Form has been designed to match electronic format of COMIP (Consular Operations Management Information Program) in COSMOS. SIGNET missions will input data directly into COMIP to produce monthly reports. Non-SIGNET missions will continue to provide manual reports to their supervising mission which, in turn, will enter data directly into COMIP to produce monthly reports for these missions.
B	(b) Consular Services Assessments	EXT 1701	APR 14	MAY 15	JPDP	CI 7.7 CI 7F	Annually; signed by HOM (covers FY period).
B	(c) Financial Assistance	EXT 1703 (98/01)			SBRM JWD JPDO	CI 2.6	Form EXT 1703 replaces EXT 35 and EXT 454. This new form includes both application and receipt and promise to repay sections. SIGNET missions will complete this form electronically using the CAMANT program of COSMOS and follow-up with signed hard copies with monthly financial reports. Non-SIGNET missions will complete form EXT 1703 and forward to HQ with monthly financial reports.
B	(d) Registration of Canadians Abroad (ROCA)	COSMOS or EXT 217 (97/09)			JPDE	CI 8.5	Form EXT 217 has been redesigned to match ROCA program of COSMOS. SIGNET missions will input data directly in COSMOS as registrations are received. Non-SIGNET missions will send forms to HQ or supervising mission monthly or more frequently as required for input into ROCA.

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

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
	Passport						
B	(a) Missions Passport - Label Inventory and Record of Issues	PPT 034 (95-09)	5th working day of month	10th working day of month	JWS	FM 23.12 CI, Vol. 2XI	Generated in electronic format automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions and JWO. Non-SIGNET missions must continue to provide manual reports. All missions to forward printout to JWS.
B	(b) Passport Supplementary Services	COSMOS or EXT 765	5th working day of month	10th working day of month	JWS	FM 23.12 CI, Vol. 2XI	Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions. Non-SIGNET missions must provide manual report. All missions to forward printout to JWS.
C	(c) Passport Services Report by Passport Number	COSMOS or EXT 765	5th working day of month	10th working day of month	JWS		Generated automatically by Passport Management Program (PMP) of COSMOS at all SIGNET missions. Non-SIGNET missions must provide manual report. All missions to forward printout to JWS.
	ENVIRONMENT						
C	Mission Environmental Management Plans (MEMP)	E-mail Internet	OCT 26	OEC 15	AES	CO 3/98	Annex to Circular Document contains guidelines for completing the templates on the Internet. Objective/target amounts required to demonstrate an accuracy of +/- 5%. Percentage reduction or increase are to reference the established baseline year and amount. Recommend monthly or bi-monthly tracking.
	FINANCIAL MANAGEMENT						
	Finance						
O	(a) Audit Observation Responses	E-mail		See Notes	SBRA		Ad hoc - 30 days from receipt of EXT 631.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
A	(b) Claims Against Crown-Ex Gratia Payments	Letter or e-mail			SBRH	FM 14.1 FM 14.2	Copy to JLA.
D	(c) Collection of Shelter Costs		SEP 4 MAR 4	OCT 15 APR 14	SBMC		Where paid at mission, in local currency. Original and cheque/cash to SBFH. Copy and official receipt on mission accounts.
A	(d) Education Allowance	F.S. 34 TBC 330-31			SBMC	FSD 34	Application made by employee seeking assistance.
B	(e) Financial Reports						
	(i) Emergency Cash Parcel - Count	Letter	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 4 APR 4 JUL 4	SBRA		All Emergency Cash Parcels (ECP) should be counted on a quarterly basis and inspected for the remaining months. A confirmation of these inspections and countings should be sent to HQ.
	(ii) Emergency Cash Parcel - Inspection	Letter	OCT 29 NOV 30 JAN 8 FEB 29 APR 28 MAY 31 JUL 31 AUG 31	NOV 12 DEC 15 FEB 11 MAR 3 MAY 15 JUN 15 AUG 14 SEP 15	SBRA		All Emergency Cash Parcels (ECP) should be counted on a quarterly basis and inspected for the remaining months. A confirmation of these inspections and countings should be sent to HQ.
	(iii) Mission FINEX Report (SBFH_INQ)	Report	Last working day of month	10th working day of month	SBRA	Financial Newsletter APR 1996	Prepared at the month-end closing date as indicated by the DBA. Transactions for billing purposes (some documents are necessary to support DFAIT invoices).
	(iv) Mission FINEX Report (SBMQ_INQ)	Report	Last working day of month	10th working day of month	SBRA	Financial Newsletter APR 1996	Prepared at the month-end closing date as indicated by the DBA. Transactions relating to travel expenses and international conferences (specific documents still need to be forwarded to HQ).

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
	(v) Reconciliation Package (BANK_RECON_PKG)	Report	Last working day of month	10th working day of month	SBRA	Financial Newsletter APR 1996	Prepared at the month-end closing date as indicated by the DBA. HOM and Mission Financial Officer are required to sign the report and ensure that the bank reconciliation package with the bank statement or verification of cash account (EXT 699) are sent within the prescribed delays for each account.
	(vi) Standing Advances - Certification		MAR 31	APR 28	SBRA		Certificate is attached to the year-end procedures sent by SBR. Must be completed to certify the continuing need for the advance. To be attached as an annex to the year-end procedures returned to HQs.
	(vii) Standing Advances - Verification	EXT 699	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 14 APR 14 JUL 14	SBRA		Dated verification to be provided quarterly or when holder changes.
A	(f) Loss or Misappropriation of money	E-mail			SBD/SBRA	23.14	Immediately upon discovery.
B	(g) Mid-term Financial Review		SEP 30	OCT 25	AMO	E-mail from SMR	Other reviews could be requested by AMOs.
B	(h) Year-end Financial Review	Report	MAR 31	APR 28	AMO	E-mail from SMD June 2, 1999	The Auditor General recommended that each mission review its expenditures by object and explain significant variances. Executive Committee agreed that analysis of previous year's spending be provided to Heads of Mission.
	Mission Program Allocation						
D	(a) Locally-Engaged Staff - Salary Forecast	EXT 864	MAY 1	JUN 23	SMR	CD	Copy to the AMO. SMR will issue annual instructions to missions.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
B	(b) Personnel Utilization Profiles		SEP 3	OCT 15	SMR		SMR will issue annual instructions to missions.
D	(c) Price Increase Survey	EXT 1527	MAY 1	JUN 23	SMR	CD	Copy to the AMO. SMR will issue annual instructions to missions.
D	NAFTA Procurement Reports	E-mail, diskette or mail	SEP 30 DEC 31 MAR 31 JUN 30	OCT 15 JAN 14 APR 14 JUL 14	SBRP	CD 2/95 10/1/95	Quarterly reports of procurement of goods, services and contracts over NAFTA thresholds.
PERSONNEL							
B	Appraisal Reports (Available on JetForm)						
	(a) AS (JUL 1 to JUN 30)	EXT 607 JetForm	MAY 15	JUL 31	SPV	Annual CD	Non-rotational ASs to SPS.
	(b) CO (AUG 1 to JUL 31)	EXT 1664 JetForm	JUN 15	AUG 31	SPF	Annual CD	
	(c) CR (JAN 1 to DEC 31)	EXT 270 JetForm	NOV 15	JAN 31	SPV	Annual CD	
	(d) CS (JUL 1 to JUN 30)	EXT 1713 JetForm	MAY 1	JUL 31	SPV	Annual CD	
	(e) EL (APR 1 to MAR 31)	EXT 126 JetForm	JAN 28	APR 28	SPV	Annual CD	
	(f) FI (APR 1 to MAR 31)	EXT 1097 JetForm	FEB 15	APR 28	SPS	Annual Letter	
	(g) FS (AUG 1 to JUL 31)	EXT 1664 JetForm	JUN 15	AUG 31	SPF	Annual CD	Consular Officers to SPV.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TD: HQ DIVISION	REFERENCES	NOTES
	(h) Management Category (AUG 1 to JUL 31)	EXT 1665 JetForm	JUN 15	AUG 31	SPE/SPV/SP F	Annual CD	To stream management concerned. For non-rotational EXs consult SPE.
	(i) PE (APR 1 to MAR 31)	EXT 1097 JetForm	FEB 15	APR 28	SPS		
	(j) ST-SCY (OCT 1 to SEP 30)	EXT 269 JetForm	AUG 15	OCT 29	SPV	Annual CD	
	Arrival and Departure of Employees and Dependents						
A	(a) All temporary absences from Mission (If shelter cost affected included)	E-mail			SBM	FSD 25, 55, 56, 58	
A	(b) Date of occupancy and departure from permanent or temporary SQ	E-mail			Pers Div SBMC	FSD 25, 55	Ad hoc. To stream management division and SBMC.
A	Compassionate Travel - HOM only	E-mail			SBM	FSD 54	
	Currency Conversion						
B	(a) Exchange Rate Summary Report by HOM (Monthly)	FA 55-1 TBC 330-35	1st working day of month	5th working day of month	See remarks	HR 2.17.3	Monthly to Stats. Canada - Govt. Allowances Indexes Section.
B	(b) Monthly Currency Exchange Rate Report by Employees	Pro forma	1st working day of month	N/A	N/A	FSD 55 Instruction HR 2.17.3	Retained at mission for three years.
A	Education Allowance - Documentation required to establish mission education ceiling	Copy of school fee schedule	APR 3	JUN 1	SBM	FSD 34.03	Only if there is a change in the fee structure or in educational establishments used by a mission.
B	Foreign Language Training Expenditures	E-mail	APR 14	MAY 3	Geographic Bureau		Annual. Copy to CFSI.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
B	Gasoline Costs for Mission Mileage Rates	E-mail	JAN 28	FEB 25	SBMC	HR 11	TB Travel Directive.
A	Hardship Rating Report	Diskette, e-mail			SERV		Every 3 years, according to SERV schedule.
B	Holidays Observed at Missions	Letter	DEC 15	JAN 4	SBP/SXT	FSD 44	Annual.
B	HOM Absence from Country of Accreditation	E-mail			Geographic Relations Division		As required. Copies to SPE and SBM.
	HOM Accountability Document	E-mail	SEP 1	OCT 8	Geographic DG		Annual. To be completed by ambassadors, high commissioners and consuls general.
B	HOM Narrative Summary	E-mail	JUN 15	JUL 14	Geographic DG	HOM Appraisal Procedure	Annual. Copy to SPE.
	Leave						
B	(a) Leave and Attendance Reports	EXT 989 JetForm or GC 178	1st working day of following month		SBP	HR 7	Monthly. Final submission due in Ottawa by mid-April for close of fiscal year.
A	(b) Vacation Travel Assistance	E-mail			SBM	FSD 50	Ad hoc - One month prior to departure.
	LES						
A	(a) Application for Pension Payment	EXT 394			SPSA		Ad hoc - Six months prior to S.O.S. date.
B	(b) Appraisal Reports	EXT 122 JetForm EXT 123 JetForm				LES 4.1.8	Annual, to coincide with Increments. Retain on employee's file at mission.
B	(c) Compensation Survey	EXT 97 EXT 98			SPSA	LES 3.2	Annually.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
A	(d) Employer's Report of Accident	FORM 7Q			SPSA	LES 4.2.12	Ad hoc. Completion requested by Human Resources Development Canada (Labour).
A	(e) Employment and Pay Certificate	EXT 208 JetForm			SPSA	LES 4.1	Ad hoc.
B	(f) Estimates of Social Security Contributions	EXT 250	SEP 13	OCT	SPSA		
A	(g) Oaths and Affirmations						Ad hoc, on appointment. Retain on employee's file at mission.
B	(h) Pay Lists for Locally-Engaged Canadians		1st working day of every month	10th working day of every month	SBRM	CD 10/92 1/4/92 LES 4.1.12	Monthly.
D	Medical - Travel (HOM authority)	E-mail			SBM	FSD 41	Ad hoc - Copies to Health Canada in Ottawa (for info only).
C	Mission Report	Disk update/ SIGNET	MAY	JUNE	SERV	Broadcast message dated July 15/99	Update each year. Mission Reports are available on the Intranet, on the SBD home page, under SERV or on the Reference Documents page. Small missions with no MAO or CC are exempted from completing this report; however, any information is very useful for employees assigned.
	Occupational Health and Safety						
C	(a) Minutes of the Occupational Health and Safety Committee	Letter or e-mail	End of the month		SBEH	NJC Agreements Vol 1 chap 3-20	Monthly. Missions with 20 or more employees including LES are legally required to have a Safety and Health Committee (CANADA LABOUR CODE, PART II).
C	(b) Reports of the Occupational Health and Safety Committee	Form LAB 1058 (10-94)B	FEB 1	MAR 3	SBEH	NJC Agreement Vol 1 chap. 3-20 sect. 21	Annually for previous calendar year.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
	Official Languages						
B	(a) Appointment of Officer responsible for the program and Response to Official Languages Questionnaire	Letter or e-mail	SEP 13	OCT 1	SPSP		Annual. Copy to the geographic bureau.
B	(b) Report on training provided	Letter or e-mail	APR 14	MAY 1	Geographic Bureau		Annual. Copy to SPSP and to CFSI.
B	Overtime	EXT 995 JetForm	1st working day of following month		SBP		Monthly.
A	Relocation						
A	(a) Acknowledgement of Personal Effects (in and out)	E-mail			SERV (in and out of Canada) SBM (for cross-postings)	FSD 15	Following arrival of personal effects.
A	(b) Inventory of Personal Effects (in and out)	New inventory system			SERV (in and out of Canada) SBM (for cross-postings)	FSD 15	Ad hoc. One month prior to departure.
A	(c) Shipping Details for Outgoing Shipment of Personal Effects	E-mail			SERV (when shipping to Canada) SBM (when shipping to missions, incl. cross postings)	FSD 15	Following removal of personal effects.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
A	Resignation, Retirement or Leave Without Pay	E-mail			Pers Div/ SBP/SBM/ SERV		Ad hoc. To stream management division, SBP and SBM/SERV. Include effective date of res. or ret. and last day on duty.
A	Worker's Compensation	Form 7			SBP	LES 1&2, 4.2.12	Ad hoc.
PHYSICAL RESOURCES							
Accommodation							
A	(a) Crown Accommodation Statement	EXT 783				FSD 25	On initial or subsequent occupancy or on change of SQ. Retain at mission.
A	(b) Damage/Loss						
	(i) Accidental loss/damage over CAN\$1000	Letter/ e-mail	As required		AMO	FAA Sec. 91	Mission should send incident report. Distribution: SBR, SRMW.
	(ii) Loss/damage due to negligence (CAN\$)	Letter/ e-mail	As required		AMO	FAA Sec. 91	Missions should send incident report and recommendation for/against recovery section. Distribution: SBR, SRMW.
A	(c) Deficiency Adjustment						
	(i) Application - 10% to 30%	EXT 328				FSD 25 10	Retain at mission.
	(ii) Application - over 30%	EXT 328			SBMC	FSD 25	As required.
	(iii) Review by HOM or Mission Housing Committee	E-mail	OCT 1 APR 3	OCT 11 APR 11	SBMC	Appendix to FSD 25 Para 11	
C	(d) Interior Photos and Floor Plans (Staff Accommodation)	Letter			SERV		After property acquisition. Exception will be made for small missions that have no MAO or CC.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
A	(e) Leases (Staff Quarters including garage, storage - Official Residence, Chancery)				SRS		Original, or certified true copy, of chancery and OR lease to be sent to SRS. All others to be retained at mission. Translation into English or French required if written in a foreign language.
A	(f) Acquisitions by freehold or ground lease (Chanceries, Official Residences, Staff Quarters)				SRS		Original, or certified true copy, of title documents (e.g. purchase/sale agreement, title deed, land registry certificate, survey plans/legal description) for purchases to be sent to SRS. Translation into English required if written in a foreign language.
B	(g) Mission Property Management Plans (MPMP)	Report	OCT 1	OCT 13	SRS/AMO		Annual updates of existing reports.
A	(h) Occupancy Agreements - SQs				N/A		Upon arrival at mission of CBS, or change of occupancy. Retain at mission.
A	(i) PRIME (Physical Resources Information - Mission Environment)	E-mail/diskette	Monthly	1st working day of month	SRSI		Software application that enables missions to record and update a wide variety of data on their property. Provides a mechanism to create or dispose of PRIDS, to update Property Forecasts and to print a series of standard reports and upload revised data to the SRD database.
A	(j) Project Requests						
	(i) Major Capital Projects (in excess of \$500,000)	Letter			SRSK	PM 10	As required.
	(ii) Capital Alterations and Renovations (CAR) (between \$5,000 and \$500,000)	Letter			SRSF	PM 10	As required.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
	(iii) Maintenance and Energy Projects	Letter or E-mail			SRSF	PM 10	As required.
B	(k) Fine Art Inventory Location Report	Report			SRMZ	MM 14	Complete reports only required at the change of HOM. Partial updates required for changes in location or condition.
A	Library Subscriptions	SXCI List	AUG 18	SEP 1	SXCI		Annual.
	Materiel						
A	(a) Damage/Loss/Theft						
	(i) Accidental loss/damage over \$1000 (original cost and estimated actual value - CAN\$)	Letter/e-mail	As required		AMO	FAA Sec. 79	Mission should send incident report. Distribution: SBR, and HQ commodity specialist if HQ disposal authority is required or SRMS for vehicles.
	(ii) Loss/damage due to negligence (original cost and estimated actual depreciated value - CAN\$)	Letter/e-mail	As required		AMO	TB Risk Management Policy	Mission should send incident report and recommendation for/against recovery action. Distribution: SBR, JLA, SBE and HQ commodity specialist if HQ disposal authority is required or SRMS for vehicles.
	(iii) Theft (original cost and estimated actual value - CAN\$)	Letter/e-mail	As required		AMO	FAA Sec. 79	Mission should send incident and police/security report. Distribution: SBR and HQ commodity specialist if HQ disposal authority is required or SRMS for vehicles.
B	(b) Disposal	EXT 369					Disposal of surplus equipment should be planned early in F/Y in order to spend proceeds from sales. Report retained at mission.

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TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
B	(c) Distribution Accounts						
	(i) Chancery	EXT 337/8				MM 4	Once every 3 years. Retain at mission.
	(ii) Staff Quarter	EXT 179			N/A		At change of occupant. Retained at mission.
	(iii) Official Residence	EXT 343				MM 4	At change of occupant. Retain at mission.
A	(d) Request for Materiel	E-mail			SRMP SRMR SRMA SRMS	MM 3	As required. SRMS for vehicle parts only.
A	(e) Requisition of Stationery	E-mail			SRMP SRMR SRMA	MM 12	As required.
A	(f) Status/Receipt of Shipment	E-mail			SRMS SRMR SRMA SRMP	MM 5	On receipt of goods.
A	(g) Theft or Loss over CAN\$1,000	Letter			SBR	MM 3 & 7	Ad hoc.
A	(h) Transfer and Adjustment Voucher	EXT 182			N/A	MM 4	Retained at mission.
A	(i) Transfer and Receipt Voucher - Communications materiel	EXT 606	As required		Resp. Centre/SXT		On transfer of accountable communications materiel.
	Motor Vehicles						
A	(a) Accident Report	E-mail EXT 253			SRMS	MM 9	Only if damages involve third party claims, personal injury or death.

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

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
A	(b) Disposal	EXT 369			SRMT, SRMZ	MM 7& 9	As required.
A	(c) Receipt by Mission	E-mail			SRMS	MM 9	On receipt of vehicle at mission.
B	(d) Register of Gas Coupons		Monthly. Every 3 months at small missions		N/A		For mission records.
B	(e) Vehicle Logs		Daily		N/A	MM 9	To be retained at mission for audit purposes.
RECORDS MANAGEMENT							
A	Records, Disposal of Obsolete	Letter	APR 14	MAY 1	SXIS	CC 39.4 CDs	Annual.
SECURITY							
Communications Security							
A	(a) Certificate of Destruction	EXT 608	As required	Submit as per courier schedule	ISDF		Seventy-two hours after key material is superseded. Other material as required.
A	(b) COMSEC Custodian Appointment Certificate and Certificate of Custody	EXT 688	As required	Submit as per courier schedule	ISDF		On change or appointment of new COMSEC custodians or during annual inventory.
Fire Safety							

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

TYPE	REPORT	FORMAT	PREPARE REPORT	DATE DUE IN OTTAWA	TO: HQ DIVISION	REFERENCES	NOTES
D	(a) Emergency Evacuation Drills and Staff Training		SEP 24		N/A		Retained at mission.
D	(b) Fire Reports	E-mail			SRSF	PM 17 CD 4/84 3/2/84	Ad hoc. Detailed report within 7 days.
	Security						
D	(a) Combinations - Lock	Letter			ISR	SI 4.9	Every 6 months, or as required. Annually at small missions. Send to appropriate section within ISR.
C	(b) Head Guard's or Security Manager's Report		SEP 24 DEC 21 MAR 24 JUN 23	OCT 8 JAN 7 APR 7 JUL 7	ISR	SI 6	Quarterly. Send to ISR.
A	(c) Local Standing Security Orders	Document			ISR		Annually or as required.
D	(d) Password & Access Code Changes - IDACS					SI 4.9	Every 6 months, or as required. Annually at small missions. Retain at mission.
D	(e) Personal Safety Contingency Plan	Document	JUN 15	JUN 30	ISR	SI 5.2	Annual or as required. Send to appropriate section within ISR.

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

MON	30 AUG	TUE	31 AUG	WED	1 SEPT	THU	2 SEPT	FRI	3 SEPT	SAT	4 SEPT
				<ul style="list-style-type: none"> - AMBASSADORS, HIGH COMMISSIONERS, CONSULS GENERAL: HOM ACCOUNTABILITY DOCUMENT - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - LEAVE AND ATTENDANCE REPORT - B - OVERTIME - B 							
										EVENING	
										SUN	5 SEPT
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	6 SEPT	TUE	7 SEPT	WED	8 SEPT	THU	9 SEPT	FRI	10 SEPT	SAT	11 SEPT
LABOUR DAY				<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT - B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 							
										EVENING	
										SUN 12 SEPT	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	13 SEPT	TUE	14 SEPT	WED	15 SEPT	THU	16 SEPT	FRI	17 SEPT	SAT	18 SEPT
<ul style="list-style-type: none"> - LES: ESTIMATES OF SOCIAL SECURITY CONTRIBUTIONS - B - OFFICIAL LANGUAGES: APPOINTMENT OF OFFICER RESPONSIBLE FOR THE PROGRAM; RESPONSE TO QUESTIONNAIRE - B - MISSION PROGRAM ALLOCATION: PERSONNEL UTILIZATION PROFILES - B 											
										EVENING	
										SUN	19 SEPT
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	20 SEPT	TUE	21 SEPT	WED	22 SEPT	THU	23 SEPT	FRI	24 SEPT	SAT	25 SEPT
						<ul style="list-style-type: none"> --- ACCOMMODATION: PRIME - A 		<ul style="list-style-type: none"> --- FINANCE: COLLECTION OF SHELTER COSTS - D --- FIRE SAFETY: EMERGENCY EVACUATION DRILLS AND STAFF TRAINING - D --- SECURITY: HEAD GUARD'S OR SECURITY MANAGER'S REPORT - C 			
										EVENING	
										SUN	26 SEPT
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
<p>A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub</p>											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	27 SEPT	TUE	28 SEPT	WED	29 SEPT	THU	30 SEPT	FRI	1 OCT	SAT	2 OCT
		<ul style="list-style-type: none"> - MOTOR VEHICLES: REGISTER OF GAS COUPONS - B 				<ul style="list-style-type: none"> - NAFTA PROCUREMENT REPORTS - D - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B - FINANCE: VERIFICATION OF ADVANCES - B - FINANCE: EMERGENCY CASH PARCEL - COUNT - B - FINANCE: MID-TERM FINANCIAL REVIEW - B 		<ul style="list-style-type: none"> - ACCOMMODATION: MISSION PROPERTY MANAGEMENT PLANS - B - ACCOMMODATION: DEFICIENCY ADJUSTMENT, REVIEW BY HOM - A - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - LEAVE AND ATTENDANCE REPORT - B - OVERTIME - B 			
										<p style="text-align: center;">EVENING</p>	
										<p>SUN</p>	<p>3 OCT</p>
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	4 OCT	TUE	5 OCT	WED	6 OCT	THU	7 OCT	FRI	8 OCT	SAT	9 OCT
						<ul style="list-style-type: none"> — CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT - B — PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B — PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B — PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 					
										EVENING	
										SUN	10 OCT
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
<p>A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub</p>											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	11 OCT	TUE	12 OCT	WED	13 OCT	THU	14 OCT	FRI	15 OCT	SAT	16 OCT
THANKSGIVING											
										EVENING	
										SUN	17 OCT
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	18 OCT	TUE	19 OCT	WED	20 OCT	THU	21 OCT	FRI	22 OCT	SAT	23 OCT
								- ACCOMMODATION: PRIME - A			
										EVENING	
										SUN	24 OCT
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		



MON	25 OCT	TUE	26 OCT	WED	27 OCT	THU	28 OCT	FRI	29 OCT	SAT	30 OCT
		— ENVIRONMENT: MISSION ENVIRONMENTAL MANAGEMENT PLANS (MEMP) - C				— MOTOR VEHICLES: REGISTER OF GAS COUPONS - C		— OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C — FINANCE: EMERGENCY CASH PARCEL INSPECTION - B — FINANCE: RECONCILIATION PACKAGE - B — FINANCE: FINEX REPORTS - B			
										EVENING	
										SUN	31 OCT
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	1 NOV	TUE	2 NOV	WED	3 NOV	THU	4 NOV	FRI	5 NOV	SAT	6 NOV
<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B 								<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT - B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 			
										EVENING	
										SUN	7 NOV
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	8 NOV	TUE	9 NOV	WED	10 NOV	THU	11 NOV	FRI	12 NOV	SAT	13 NOV
						REMEMBRANCE DAY					
										SUN	14 NOV
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON 15 NOV	TUE 16 NOV	WED 17 NOV	THU 18 NOV	FRI 19 NOV	SAT 20 NOV	SUN 21 NOV
- APPRAISAL REPORTS: CR - B						
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub						
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE SMP/SXC MISSION DIARY 1999 / 2000						

EVENING

SUN
21
NOV

MON	22 NOV	TUE	23 NOV	WED	24 NOV	THU	25 NOV	FRI	26 NOV	SAT	27 NOV
- ACCOMMODATION: PRIME - A								- MOTOR VEHICLES: REGISTER OF GAS COUPONS - C			
										EVENING	
										SUN	28 NOV
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	29 NOV	TUE	30 NOV	WED	1 DEC	THU	2 DEC	FRI	3 DEC	SAT	4 DEC
		<ul style="list-style-type: none"> - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B - FINANCE: EMERGENCY CASH PARCEL INSPECTION - B 		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B 							
										EVENING	
										SUN	5 DEC
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	6 DEC	TUE	7 DEC	WED	8 DEC	THU	9 DEC	FRI	10 DEC	SAT	11 DEC
<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT - B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 											
										EVENING	
										SUN	12 DEC
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	13 DEC	TUE	14 DEC	WED	15 DEC	THU	16 DEC	FRI	17 DEC	18 DEC	19 DEC
				-- HOLIDAYS OBSERVED AT MISSIONS - B							
										EVENING	
										SUN	
										EVENING	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports			B = Reports that ALL missions must provide on a regular basis			C = Reports that small missions are NOT expected to complete			D = Reports to be completed by the Hub		
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	20 DEC	TUE	21 DEC	WED	22 DEC	THU	23 DEC	FRI	24 DEC	SAT	25 DEC
		— SECURITY: HEAD GUARD'S OR SECURITY MANAGER'S REPORT - C		— ACCOMMODATION: PRIME - A						CHRISTMAS DAY	
										EVENING	
										SUN	26 DEC
										BOXING DAY	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	27 DEC	TUE	28 DEC	WED	29 DEC	THU	30 DEC	FRI	31 DEC	SAT	1 JAN
CHRISTMAS DAY HOLIDAY		BOXING DAY HOLIDAY — MOTOR VEHICLES: REGISTER OF GAS COUPONS - B						<ul style="list-style-type: none"> — NAFTA PROCUREMENT REPORTS - D — OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C — FINANCE: RECONCILIATION PACKAGE - B — FINANCE: FINEX REPORTS - B — FINANCE: VERIFICATION OF ADVANCES - B — FINANCE: EMERGENCY CASH PARCEL-COUNT - B 		NEW YEAR'S DAY	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	2 JAN
										EVENING	

A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	3 JAN	TUE	4 JAN	WED	5 JAN	THU	6 JAN	FRI	7 JAN	SAT	8 JAN
NEW YEAR'S DAY HOLIDAY		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B - LEAVE AND ATTENDANCE REPORT - B 									
									EVENING		
									SUN	9 JAN	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	10 JAN	TUE	11 JAN	WED	12 JAN	THU	13 JAN	FRI	14 JAN	SAT	15 JAN
<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT- B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 											
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										SUN	16 JAN
A = As required reports		B = Reports that ALL missions must provide on a regular basis				C = Reports that small missions are NOT expected to complete				D = Reports to be completed by the Hub	
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	17 JAN	TUE	18 JAN	WED	19 JAN	THU	20 JAN	FRI	21 JAN	SAT	22 JAN
								ACCOMMODATION: PRIME - A			
										EVENING	
										SUN	23 JAN
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	24 JAN	TUE	25 JAN	WED	26 JAN	THU	27 JAN	FRI	28 JAN	SAT	29 JAN
								<ul style="list-style-type: none"> - MOTOR VEHICLES: REGISTER OF GAS COUPONS - C - GASOLINE COSTS FOR MISSION MILEAGE RATES - B - FINANCE: EMERGENCY CASH PARCEL INSPECTION - B - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B - APPRAISAL REPORTS: EL - B - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C 			
										EVENING	
										SUN	30 JAN
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	31 JAN	TUE	1 FEB	WED	2 FEB	THU	3 FEB	FRI	4 FEB	SAT	5 FEB
		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B - OCCUPATIONAL HEALTH AND SAFETY: COMMITTEE REPORTS - C 									
										EVENING-	
										SUN	6 FEB
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE				SMP/SXC				MISSION DIARY 1999 / 2000			

MON 7 FEB	TUE 8 FEB	WED 9 FEB	THU 10 FEB	FRI 11 FEB	SAT 12 FEB
<ul style="list-style-type: none"> — CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT- B — PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B — PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B — PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 					<div data-bbox="1318 507 1565 581" style="border: 1px solid black; padding: 2px;">EVENING</div> <div data-bbox="1318 581 1497 667" style="border: 1px solid black; padding: 2px; text-align: center;">SUN</div> <div data-bbox="1497 581 1565 667" style="border: 1px solid black; padding: 2px; text-align: center;">13 FEB</div>
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub					
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE			SMP/SXC		MISSION DIARY 1999 / 2000

MON	14 FEB	TUE	15 FEB	WED	16 FEB	THU	17 FEB	FRI	18 FEB	SAT	19 FEB
		— APPRAISAL REPORTS: FI, PE - B									
										SUN	20 FEB
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	21 FEB	TUE	22 FEB	WED	23 FEB	THU	24 FEB	FRI	25 FEB	SAT	26 FEB		
		- ACCOMMODATION: PRIME - A										EVENING	
												SUN	
										EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub													
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000				

MON	28 FEB	TUE	29 FEB	WED	1 MAR	THU	2 MAR	FRI	3 MAR	SAT	4 MAR
- MOTOR VEHICLES: REGISTER OF GAS COUPONS - C		- OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B - FINANCE: EMERGENCY CASH PARCEL INSPECTION - B		- CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B							
										EVENING	
										SUN	5 MAR
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	6 MAR	TUE	7 MAR	WED	8 MAR	THU	9 MAR	FRI	10 MAR	SAT	11 MAR
		<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT- B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 									
										EVENING	
										<div style="display: flex; justify-content: space-between;"> SUN 12 MAR </div>	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	13 MAR	TUE	14 MAR	WED	15 MAR	THU	16 MAR	FRI	17 MAR	SAT	18 MAR												
																						EVENING	
																						SUN	19 MAR
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING													
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub																							
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000														

MON	20 MAR	TUE	21 MAR	WED	22 MAR	THU	23 MAR	FRI	24 MAR	SAT	25 MAR
				- ACCOMMODATION: PRIME - A				- SECURITY: HEAD GUARD'S OR SECURITY MANAGER'S REPORT - C - FINANCE: COLLECTION OF SHELTER COSTS - D			
										EVENING	
										SUN	26 MAR
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	27 MAR	TUE	28 MAR	WED	29 MAR	THU	30 MAR	FRI	31 MAR	SAT	1 APR
		— MOTOR VEHICLES: REGISTER OF GAS COUPONS - B						— NAFTA PROCUREMENT REPORTS - D — FINANCE: VERIFICATION AND CERTIFICATION OF ADVANCES - B — FINANCE: EMERGENCY CASH PARCEL - COUNT - B — FINANCE: RECONCILIATION PACKAGE - B — FINANCE: FINEX REPORTS - B — FINANCE: YEAR- END FINANCIAL REVIEW - B — OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C			
										EVENING	
										SUN	2 APR
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	3 APR	TUE	4 APR	WED	5 APR	THU	6 APR	FRI	7 APR	SAT	8 APR
<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B - ACCOMMODATION: DEFICIENCY ADJUSTMENT. REVIEW BY HOM - A - EDUCATION ALLOWANCE: DOCUMENTATION REQUIRED TO ESTABLISH MISSION EDUCATION CEILING - A 				<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT - B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 							
							EVENING				
							SUN	9 APR			
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING						
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	10 APR	TUE	11 APR	WED	12 APR	THU	13 APR	FRI	14 APR	SAT	15 APR
								<ul style="list-style-type: none"> - RECORDS: DISPOSAL OF OBSOLETE RECORDS - A - CONSULAR: CONSULAR SERVICES ASSESSMENTS - B - FOREIGN LANGUAGE TRAINING EXPENDITURES - B - OFFICIAL LANGUAGES: REPORT ON TRAINING PROVIDED - B 			
										EVENING	
										SUN	16 APR
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	17 APR	TUE	18 APR	WED	19 APR	THU	20 APR	FRI	21 APR	SAT	22 APR
						- ACCOMMODATION: PRIME - A		GOOD FRIDAY			
										EVENING	
										SUN	23 APR
										EASTER SUNDAY	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	24 APR	TUE	25 APR	WED	26 APR	THU	27 APR	FRI	28 APR	SAT	29 APR
EASTER MONDAY								<ul style="list-style-type: none"> - MOTOR VEHICLES: REGISTER OF GAS COUPONS - C - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: EMERGENCY CASH PARCEL INSPECTION - B - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B 			
										EVENING	
										SUN	30 APR
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	1 MAY	TUE	2 MAY	WED	3 MAY	THU	4 MAY	FRI	5 MAY	SAT	6 MAY
<ul style="list-style-type: none"> - APPRAISAL REPORTS: CS - B - MISSION PROGRAM ALLOCATION: LES SALARY FORECAST; PRICE INCREASE SURVEY - D - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B - MISSION REPORT - C 								<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT- B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 			
										EVENING	
										SUN	7 MAY
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
<p>A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub</p>											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	8 MAY	TUE	9 MAY	WED	10 MAY	THU	11 MAY	FRI	12 MAY	SAT	13 MAY											
											EVENING											
																					SUN	14 MAY
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING												
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub																						
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE					SMP/SXC			MISSION DIARY 1999 / 2000														

MON	15 MAY	TUE	16 MAY	WED	17 MAY	THU	18 MAY	FRI	19 MAY	SAT	20 MAY
-- APPRAISAL REPORTS: AS - B											
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
										EVENING	
										SUN	21 MAY
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	22 MAY	TUE	23 MAY	WED	24 MAY	THU	25 MAY	FRI	26 MAY	SAT	27 MAY
VICTORIA DAY		ACCOMMODATION: PRIME - A									
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub										EVENING	
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE										MISSION DIARY 1999 / 2000	

EVENING

SUN

28
MAY

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	29 MAY	TUE	30 MAY	WED	31 MAY	THU	1 JUNE	FRI	2 JUNE	SAT	3 JUNE		
<ul style="list-style-type: none"> - MOTOR VEHICLES: REGISTER OF GAS COUPONS - C 				<ul style="list-style-type: none"> - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: EMERGENCY CASH PARCEL INSPECTION - B - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B 		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B 						EVENING	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING			
										SUN	4 JUNE		
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub													
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSIDN DIARY 1999 / 2000				

MON	5 JUNE	TUE	6 JUNE	WED	7 JUNE	THU	8 JUNE	FRI	9 JUNE	SAT	10 JUNE
				<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT- B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 							
										EVENING	
										SUN	11 JUNE
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	12 JUNE	TUE	13 JUNE	WED	14 JUNE	THU	15 JUNE	FRI	16 JUNE	SAT	17 JUNE
						<ul style="list-style-type: none"> - APPRAISAL REPORTS: FS, CO AND MANAGEMENT CATEGORY - B - HOM NARRATIVE SUMMARY - B - SECURITY: PERSONAL SAFETY CONTINGENCY PLAN - D 					
										EVENING	
										SUN	18 JUNE
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	19 JUNE	TUE	20 JUNE	WED	21 JUNE	THU	22 JUNE	FRI	23 JUNE	SAT	24 JUNE
						— ACCOMMODATION: PRIME - A		— SECURITY: HEAD GUARD'S OR SECURITY MANAGER'S REPORT - C			
										EVENING	
										SUN	25 JUNE
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	26 JUNE	TUE	27 JUNE	WED	28 JUNE	THU	29 JUNE	FRI	30 JUNE	SAT	1 JULY
				<ul style="list-style-type: none"> - MOTOR VEHICLES: REGISTER OF GAS COUPONS - B 				<ul style="list-style-type: none"> - NAFTA PROCUREMENT REPORTS - D - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: VERIFICATION OF ADVANCES - B - FINANCE: EMERGENCY CASH PARCEL - COUNT - B - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B 		CANADA DAY	
										EVENING	
										SUN	2 JULY
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	3 JULY	TUE	4 JULY	WED	5 JULY	THU	6 JULY	FRI	7 JULY	SAT	8 JULY	
CANADA DAY HOLIDAY		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B 										
										EVENING		
										SUN	9 JULY	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING		

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	10 JULY	TUE	11 JULY	WED	12 JULY	THU	13 JULY	FRI	14 JULY	SAT	15 JULY
<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT- B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 											
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports		B = Reports that ALL missions must provide on a regular basis				C = Reports that small missions are NOT expected to complete				D = Reports to be completed by the Hub	
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

EVENING

SUN

16
JULY

MON	17 JULY	TUE	18 JULY	WED	19 JULY	THU	20 JULY	FRI	21 JULY	SAT	22 JULY
								- ACCOMMODATION: PRIME - A			
										EVENING	
										SUN	23 JULY
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete

D = Reports to be completed by the Hub

MON	24 JULY	TUE	25 JULY	WED	26 JULY	THU	27 JULY	FRI	28 JULY	SAT	29 JULY
								MOTOR VEHICLES: REGISTER OF GAS COUPONS - C			
										EVENING	
										SUN	30 JULY
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	31 JULY	TUE	1 AUG	WED	2 AUG	THU	3 AUG	FRI	4 AUG	SAT	5 AUG
<ul style="list-style-type: none"> - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: EMERGENCY CASH PARCEL INSPECTION - B - FINANCE: RECONCILIATION PACKAGE - B - FINANCE: FINEX REPORTS - B 		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B 									
										EVENING	
										SUN	6 AUG
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	7 AUG	TUE	8 AUG	WED	9 AUG	THU	10 AUG	FRI	11 AUG	SAT	12 AUG	
CIVIC HOLIDAY		<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT- B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 										
										EVENING		
										SUN	13 AUG	
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING		

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

MON	14 AUG	TUE	15 AUG	WED	16 AUG	THU	17 AUG	FRI	18 AUG	SAT	19 AUG
		— APPRAISAL REPORTS: ST-SCY - B						— LIBRARY SUBSCRIPTIONS - A			
										— EVENING	
										SUN	20 AUG
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	21 AUG	TUE	22 AUG	WED	23 AUG	THU	24 AUG	FRI	25 AUG	SAT	26 AUG
		— ACCOMMODATION: PRIME - A									
										SUN	27 AUG
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
A = As required reports B = Reports that ALL missions must provide on a regular basis C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		

MON	28 AUG	TUE	29 AUG	WED	30 AUG	THU	31 AUG	FRI	1 SEPT	SAT	2 SEPT
<ul style="list-style-type: none"> - MOTOR VEHICLES: REGISTER OF GAS COUPONS - C 						<ul style="list-style-type: none"> - OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C - FINANCE: EMERGENCY CASH PARCEL INSPECTION - B - FINANCE: FINEX REPORTS - B - FINANCE: RECONCILIATION PACKAGE - B 		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - OVERTIME - B - LES: PAYLISTS FOR LOCALLY-ENGAGED CANADIANS - B 			
										EVENING	
										SUN	3 SEPT
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	

A = As required reports

B = Reports that ALL missions must provide on a regular basis

C = Reports that small missions are NOT expected to complete D = Reports to be completed by the Hub

1999

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	1	2	3	4	5	6		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	28	29	30	31									
31																				
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4			
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31	26	27	28	29	30						
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	1	2	3	4	5	6				1	2	3	4		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31					
31																				

2000

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	1	2	3	4	5	1	2	3	4						
2	3	4	5	6	7	8	6	7	8	9	10	11	12	5	6	7	8	9	10	11
9	10	11	12	13	14	15	13	14	15	16	17	18	19	12	13	14	15	16	17	18
16	17	18	19	20	21	22	20	21	22	23	24	25	26	19	20	21	22	23	24	25
23	24	25	26	27	28	29	27	28	29	26	27	28	29	30	31					
30	31																			
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	1	2	3	4	5	6				1	2	3				
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30				
30																				
JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	1	2	3	4	5	1	2									
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28	29	30		
30	31																			
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2				1	2	3	4				1	2			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31	26	27	28	29	30	31	24	25	26	27	28	29	30					

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