

MON	3 FEB	TUE	4 FEB	WED	5 FEB	THU	6 FEB	FRI	7 FEB	SAT	8 FEB											
<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE SUMMARY REPORT BY HOM (MONTHLY) - B - CURRENCY CONVERSION: MONTHLY CURRENCY EXCHANGE RATE REPORT BY EMPLOYEES - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B - OCCUPATIONAL HEALTH AND SAFETY: COMMITTEE REPORTS - C 				<ul style="list-style-type: none"> - COMMUNICATIONS SECURITY: CERTIFICATE OF DESTRUCTION - A 				<ul style="list-style-type: none"> - CONSULAR: CONSULAR REPORT (COMIS) - B - PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B 														
												EVENING										
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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