

MON	1 DEC	TUE	2 DEC	WED	3 DEC	THU	4 DEC	FRI	5 DEC	SAT	6 DEC	
<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 REPORT (COMIS) - B — PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B — PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B 				
										EVENING		
										SUN		7 DEC
										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/SXIS			MISSION DIARY 1997 / 1998			