

MON	29 SEPT	TUE	30 SEPT	WED	1 OCT	THU	2 OCT	FRI	3 OCT	SAT	4 OCT
— MOTOR VEHICLES: REGISTER OF GAS COUPONS - B		— 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		— 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				— ACCOMMODATION: MISSION PROPERTY MANAGEMENT PLANS - B			
										EVENING	
										SUN 5 OCT	
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