

MON	3 MAY	TUE	4 MAY	WED	5 MAY	THU	6 MAY	FRI	7 MAY	SAT	8 MAY	
<ul style="list-style-type: none"> <li>— APPRAISAL REPORTS: CS - B</li> <li>— MISSION PROGRAM ALLOCATION: LES SALARY FORECAST; PRICE INCREASE SURVEY - D</li> <li>— CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B</li> <li>— LEAVE AND ATTENDANCE REPORT - B</li> <li>— LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B</li> <li>— OVERTIME - B</li> </ul>								<ul style="list-style-type: none"> <li>— PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B</li> <li>— PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B</li> <li>— CONSULAR: CONSULAR MANAGEMENT REPORT (COMIP) - B</li> </ul>				
										EVENING		
											<b>SUN</b>	9 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