

MON 10 JAN	TUE 11 JAN	WED 12 JAN	THU 13 JAN	FRI 14 JAN	SAT 15 JAN
<ul style="list-style-type: none"> - TELECOMMUNICATIONS: COMMUNICATION SERVICES EXPENDITURE - B - TELECOMMUNICATIONS: MONTHLY TRAFFIC REPORT - B - CONSULAR: CONSULAR REPORT (COMIS) - B - PASSPORT: ACCOUNTABILITY REPORT - A - PASSPORT: BAD RECORD REPORT - C - PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B - PASSPORT: LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: ISSUE REPORT - C - FINANCE: MONTHLY MISSION FINANCIAL RETURN - B - CONFLICT OF INTEREST: REPORT ON ACCEPTANCE OF TRANSPORTATION AND ACCOMMODATION BENEFITS - B 	<ul style="list-style-type: none"> - FINANCE: COLLECTION OF SHELTER COSTS - A 			<ul style="list-style-type: none"> - FINANCE: REMITTANCE STATEMENT - B - FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - B - SECURITY: ANNUAL THREAT AND RISK ASSESSMENT - B 	
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING
					EVENING
					<div style="display: flex; justify-content: space-between; align-items: center;"> SUN 16 JAN </div>

A = As required reports B = Reports which ALL missions must provide on a regular basis C = Reports which small missions are NOT expected to complete