

MON 2 DEC	TUE	3 DEC	WED	4 DEC	THU	5 DEC	FRI	6 DEC	SAT	7 DEC
<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 				<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	EVENING	EVENING	EVENING	EVENING	EVENING					
									EVENING	8 DEC
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									MISSION DIARY 1996 / 1997	