

MON	1 MAY	TUE	2 MAY	WED	3 MAY	THU	4 MAY	FRI	5 MAY	SAT	6 MAY
<ul style="list-style-type: none"> - APPRAISAL REPORTS: CS - B - MISSION PROGRAM ALLOCATION: LES SALARY FORECAST; PRICE INCREASE SURVEY - D - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B - MISSION REPORT - C 								<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT- B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 			
										EVENING	
										SUN	7 MAY
EVENING		EVENING		EVENING		EVENING		EVENING		EVENING	
<p>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</p>											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		