

MON	3 FEB	TUE	4 FEB	WED	5 FEB	THU	6 FEB	FRI	7 FEB	8 FEB
<ul style="list-style-type: none"> <li>- CURRENCY CONVERSION: EXCHANGE RATE SUMMARY REPORT BY HOM (MONTHLY) - B</li> <li>- CURRENCY CONVERSION: MONTHLY CURRENCY EXCHANGE RATE REPORT BY EMPLOYEES - B</li> <li>- LEAVE AND ATTENDANCE REPORT - B</li> <li>- LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B</li> <li>- OVERTIME - B</li> <li>- OCCUPATIONAL HEALTH AND SAFETY: COMMITTEE REPORTS - C</li> </ul>		<ul style="list-style-type: none"> <li>- COMMUNICATIONS SECURITY: CERTIFICATE OF DESTRUCTION - A</li> </ul>		<ul style="list-style-type: none"> <li>- CONSULAR: CONSULAR REPORT (COMIS) - B</li> <li>- PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B</li> <li>- PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B</li> </ul>						
						EVENING				
						<b>SUN</b>	9 FEB			
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