

MON	4 JAN	TUE	5 JAN	WED	6 JAN	THU	7 JAN	FRI	8 JAN	SAT	9 JAN
<ul style="list-style-type: none"> <li>— CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B</li> <li>— LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B</li> <li>— OVERTIME - B</li> <li>— LEAVE AND ATTENDANCE REPORT - B</li> </ul>								<ul style="list-style-type: none"> <li>— CONSULAR: CONSULAR MANAGEMENT REPORT (COMIP) - 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	
										<div style="display: flex; justify-content: space-between;"> <span><b>SUN</b></span> <span>10 JAN</span> </div>	
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											