

MON	3 JAN	TUE	4 JAN	WED	5 JAN	THU	6 JAN	FRI	7 JAN	SAT	8 JAN
NEW YEAR'S DAY HOLIDAY		<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B - LEAVE AND ATTENDANCE REPORT - B 									
									EVENING		
									SUN	9 JAN	
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											
DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE						SMP/SXC			MISSION DIARY 1999 / 2000		