

MON	2 AUG	TUE	3 AUG	WED	4 AUG	THU	5 AUG	FRI	6 AUG	SAT	7 AUG
CIVIC HOLIDAY		— CURRENCY CONVERSION: EXCHANGE RATE REPORTS ( HOM – EMPLOYEES) - B									
		— LEAVE AND ATTENDANCE REPORT - B									
		— LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B									
		— OVERTIME - B									
										EVENING	
										SUN	8 AUG
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 1998 / 1999		