

MON	1 MAY	TUE	2 MAY	WED	3 MAY	THU	4 MAY	FRI	5 MAY	SAT	6 MAY
<ul style="list-style-type: none"> <li>- MISSION MANAGEMENT PLAN: LES SALARY FORECAST; PRICE INCREASE INFORMATION - <b>B</b></li> <li>- CURRENCY CONVERSION: MONTHLY REPORTS - <b>B</b></li> <li>- LES: PAY LIST AND SALARY DEDUCTION SHEET FOR LOCALLY-ENGAGED CANADIANS - <b>B</b></li> <li>- OVERTIME - <b>B</b></li> <li>- LEAVE AND ATTENDANCE REPORT - <b>B</b></li> </ul>				<ul style="list-style-type: none"> <li>- TECHNICAL SECURITY: CERTIFICATE OF DESTRUCTION - <b>C</b></li> </ul>			<ul style="list-style-type: none"> <li>- CONSULAR: CONSULAR REPORT (COMIS) - <b>B</b></li> <li>- PASSPORT: ACCOUNTABILITY REPORT - <b>C</b></li> <li>- PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - <b>B</b></li> <li>- PASSPORT: LABEL INVENTORY AND RECORD OF ISSUES - <b>B</b></li> <li>- PASSPORT: ISSUE REPORT - <b>C</b></li> <li>- FINANCE: REMITTANCE STATEMENT - <b>D</b></li> <li>- FINANCE: MONTHLY MISSION FINANCIAL RETURN - <b>D</b></li> <li>- FINANCE: TELEGRAPHIC INPUT FINANCIAL DATA - <b>D</b></li> </ul>				
									EVENING		
									<b>SUN</b>	7 MAY	
EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	EVENING	

A = As required reports    B = Reports which ALL missions must provide on a regular basis    C = Reports which small missions are NOT expected to complete    D = Reports to be completed by the Hub