

MON	3 NOV	TUE	4 NOV	WED	5 NOV	THU	6 NOV	FRI	7 NOV	SAT	8 NOV
— CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM – EMPLOYEES) - B — LEAVE AND ATTENDANCE REPORT - B — LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B — MISSION REPORT - C — OVERTIME - B — ENVIRONMENT: MISSION ENVIRONMENTAL MANAGEMENT PLANS (MEMP) - C								— CONSULAR: CONSULAR REPORT (COMIS) - B — PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B — PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B			
										EVENING	
										SUN	9 NOV
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/SXIS			MISSION DIARY 1997 / 1998		