

MON	2 NOV	TUE	3 NOV	WED	4 NOV	THU	5 NOV	FRI	6 NOV	SAT	7 NOV
<ul style="list-style-type: none"> <li>— CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM – EMPLOYEES) - B</li> <li>— LEAVE AND ATTENDANCE REPORT - B</li> <li>— LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B</li> <li>— MISSION REPORT - C</li> <li>— OVERTIME - 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	
										SUN	8 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