

| MON  | 30<br>SEPT | TUE  | 1<br>OCT | WED   | 2<br>OCT | THU   | 3<br>OCT | FRI  | 4<br>OCT | SAT  | 5<br>OCT                                     |
|--|------------|--|----------|---|----------|---|----------|--|----------|--|--|
| <ul style="list-style-type: none"> <li>- NAFTA PROCUREMENT REPORTS - D</li> <li>- OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C</li> <li>- FINANCE: RECONCILIATION PACKAGE - B</li> <li>- FINANCE: FINEX REPORTS - B</li> <li>- FINANCE: VERIFICATION OF ADVANCES - B</li> <li>- FINANCE: EMERGENCY CASH PARCEL - COUNT - B</li> </ul> |            | <ul style="list-style-type: none"> <li>- CURRENCY CONVERSION: EXCHANGE RATE SUMMARY REPORT BY HOM (MONTHLY) - B</li> <li>- CURRENCY CONVERSION: MONTHLY CURRENCY EXCHANGE RATE REPORT BY EMPLOYEES - B</li> <li>- LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B</li> <li>- LEAVE AND ATTENDANCE REPORT - B</li> <li>- DVERTIME - B</li> </ul> |          | <ul style="list-style-type: none"> <li>- ACCOMMODATION: DEFICIENCY ADJUSTMENT, REVIEW BY HOM - A</li> </ul> |          | <ul style="list-style-type: none"> <li>- COMMUNICATIONS SECURITY: CERTIFICATE OF DESTRUCTION - A</li> </ul> |          | <ul style="list-style-type: none"> <li>- ACCOMMODATION: MISSION PROPERTY MANAGEMENT PLANS - B</li> </ul> |          |  |  |
|  |            |  |          |   |          |   |          |  |          | <p style="text-align: center;">EVENING</p> |  |
|  |            |  |          |   |          |   |          |  |          | <p><b>SUN</b></p>                          | <p style="text-align: center;">6<br/>OCT</p> |
|  |            |  |          |   |          |   |          |  |          |  |  |
| 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