

MON	1 NOV	TUE	2 NOV	WED	3 NOV	THU	4 NOV	FRI	5 NOV	SAT	6 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>- OVERTIME - B</li> </ul>								<ul style="list-style-type: none"> <li>- CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT - B</li> <li>- PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B</li> <li>- PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B</li> <li>- PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B</li> </ul>			
										EVENING	
										<b>SUN</b>	7 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