

MON	31 MAY	TUE	1 JUNE	WED	2 JUNE	THU	3 JUNE	FRI	4 JUNE	SAT	5 JUNE	
<ul style="list-style-type: none"> <li>— OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C</li> <li>— FINANCE: EMERGENCY CASH PARCEL INSPECTION - B</li> <li>— FINANCE: RECONCILIATION PACKAGE - B</li> <li>— FINANCE: FINEX REPORTS - B</li> </ul>		<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>										
										EVENING		
										<b>SUN</b>		6 JUNE
										EVENING		
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/SXC			MISSION DIARY 1998 / 1999			