

MON	1 SEPT	TUE	2 SEPT	WED	3 SEPT	THU	4 SEPT	FRI	5 SEPT	SAT	6 SEPT
LABOUR DAY		— AMBASSADORS, HIGH COMMISSIONERS, CONSULS GENERAL: HOM ACCOUNTABILITY DOCUMENT — CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM – EMPLOYEES) - B — LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B — LEAVE AND ATTENDANCE REPORT - B — OVERTIME - B									
										EVENING	
										SUN	7 SEPT
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