

MON	30 DEC	TUE	31 DEC	WED	1 JAN	THU	2 JAN	FRI	3 JAN	SAT	4 JAN
		<ul style="list-style-type: none"> - NAFTA PRDCUREMENT REPDRTS - D - OCCUPATIDNAL HEALTH AND SAFETY: MINUTES - C - FINANCE: RECDNCILIATION PACKAGE - B - FINANCE: FINEX REPDRTS - B - FINANCE: VERIFICATION DF ADVANCES - B - FINANCE: EMERGENCY CASH PARCEL COUNT - B 		NEW YEAR'S DAY		<ul style="list-style-type: none"> - CURRENCY CDNVERSIDN: EXCHANGE RATE SUMMARY REPORT BY HOM (MONTHLY) - B - CURRENCY CONVERSION: MONTHLY CURRENCY EXCHANGE RATE REPORT BY EMPLOYEES - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - DVERTIME - B - LEAVE AND ATTENDANCE REPORT - B 					
										EVENING	
										SUN	5 JAN
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						SCBA/SXIS			MISSION DIARY 1996 / 1997		