

MON	3 APR	TUE	4 APR	WED	5 APR	THU	6 APR	FRI	7 APR	SAT	8 APR
<ul style="list-style-type: none"> - CURRENCY CONVERSION: EXCHANGE RATE REPORTS (HOM - EMPLOYEES) - B - LEAVE AND ATTENDANCE REPORT - B - LES: PAY LISTS FOR LOCALLY-ENGAGED CANADIANS - B - OVERTIME - B - ACCOMMODATION: DEFICIENCY ADJUSTMENT. REVIEW BY HOM - A - EDUCATION ALLOWANCE: DOCUMENTATION REQUIRED TO ESTABLISH MISSION EDUCATION CEILING - A 				<ul style="list-style-type: none"> - CONSULAR: CONSULAR MANAGEMENT INFORMATION PROGRAM - MONTHLY REPORT - B - PASSPORT: PASSPORT SUPPLEMENTARY SERVICES - B - PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B - PASSPORT: PASSPORT SERVICES REPORT BY PASSPORT NUMBER - B 							
							EVENING				
							SUN	9 APR			
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 1999 / 2000			