

MON	1 FEB	TUE	2 FEB	WED	3 FEB	THU	4 FEB	FRI	5 FEB	SAT	6 FEB
<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 — OCCUPATIONAL HEALTH AND SAFETY: COMMITTEE REPORTS - C 								<ul style="list-style-type: none"> — CONSULAR: CONSULAR MANAGEMENT REPORT (COMIP) - B — PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B — PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B 			
										EVENING	
										SUN	7 FEB
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		