

MON	2 FEB	TUE	3 FEB	WED	4 FEB	THU	5 FEB	FRI	6 FEB	SAT	7 FEB
<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> <li>— OCCUPATIONAL HEALTH AND SAFETY: COMMITTEE REPORTS - C</li> </ul>								<ul style="list-style-type: none"> <li>— CONSULAR: CONSULAR REPORT (COMIS) - B</li> <li>— PASSPORT: MONTHLY REGISTER OF PASSPORT SERVICES - B</li> <li>— PASSPORT: MISSIONS PASSPORT/LABEL INVENTORY AND RECORD OF ISSUES - B</li> </ul>			
										EVENING	
										<div style="text-align: center;"><b>SUN</b></div> <div style="text-align: right;">8 FEB</div>	
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