

MON	2 NOV	TUE	3 NOV	WED	4 NOV	THU	5 NOV	FRI	6 NOV	SAT	7 NOV
<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 — MISSION REPORT - C — OVERTIME - B 								<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	8 NOV
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