

MON	30 NOV	TUE	1 DEC	WED	2 DEC	THU	3 DEC	FRI	4 DEC	SAT	5 DEC	
<ul style="list-style-type: none"> — OCCUPATIONAL HEALTH AND SAFETY: MINUTES - C — FINANCE: RECONCILIATION PACKAGE - B — FINANCE: FINEX REPORTS - B — FINANCE: EMERGENCY CASH PARCEL INSPECTION - B 		<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 										
											EVENING	
											SUN	6 DEC
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			