

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : LISBON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	79	10.00	40.00	0.50
FROM TERRITORIES :	46	14.00	12.00	0.26
B.VISITS TO CLIENTS IN TERRITORY :	15	12.00	4.00	0.16
C.EXPORT/TRADE/POLICY FAIRS :	1	3.00	3.00	0.06
PROJECTS AND EVENTS MISSIONS :	2	4.00	6.00	0.10
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	10.00	20.00	0.30
POST INITIATED :	8	12.00	0.00	0.12
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.00	0.00	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	2.00	0.00	0.02
OTHER DEPARTMENT :	11	0.00	9.00	0.09
PROVINCES/MUNICIPALITIES :	4	4.00	0.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		11.00	6.00	0.17
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.06
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 25
FROM TERRIT : 32

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 1