

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

WORLD TOTALS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 36237	16.48	24.68	94.11
	FROM TERRITORIES : 35764	10.29	17.46	63.95
B. VISITS TO CLIENTS IN TERRITORY	: 10441	10.18	10.01	44.91
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 497	4.55	6.53	25.27
	MISSIONS : 509	5.89	5.97	26.43
	CONFERENCE SEMINARS : 374	3.11	2.20	11.55
	OTHER : 576	1.72	1.37	6.78
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 621	2.80	1.67	9.64
	POST INITIATED : 1214	4.44	2.54	14.98
E. COMMUNICATIONS ACTIVITIES	: 645	1.76	0.72	5.22
F. INVESTMENT ENQUIRIES	FROM CANADA : 1396	1.92	1.20	6.74
	FROM TERRITORIES : 1745	2.03	1.53	7.79
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 892	1.10	1.39	5.65
	CONNECTIONS ARRANGED : 556	0.37	0.92	3.07
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	: :	2.76	1.75	9.74
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO : 716	1.30	0.85	4.67
	HOST GOVERNMENT : 1040	1.95	0.84	5.90
	OTHER DEPARTMENT : 1347	2.38	1.76	9.03
	PROVINCES/MUNICIPALITIES : 1194	2.30	1.58	8.44
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.94	2.62	25.74
	LEAVE, PROFESSIONAL DEVELOP :	5.27	3.50	18.98
K. SERVICE TO OTHER MISSION PROGRAMS	:	4.19	0.78	10.03
L. TOURISM PROGRAM ACTIVITIES	:	3.18	8.01	26.38
***** TOTALS *****		99.91	99.88	445.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	3631
	FROM TERRIT :	7345
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	5683
	FROM TERRIT :	7517
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1265
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	192
	-LOCALLY ENGAGED :	253